



Posted: Friday, February 07, 2020

NOTICE AND CALL OF A REGULAR MEETING OF THE TRINIDAD CITY COUNCIL

The Trinidad City Council will hold a regular meeting on
TUESDAY, FEBRUARY 11, 2020, at 6:00 PM
In the Trinidad Town Hall, 409 Trinity Street, Trinidad, CA

CLOSED SESSION BEGINS AT 5:30PM

- I. **CALL TO ORDER**
- II. **PLEDGE OF ALLEGIANCE**
- III. **PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEM**
At this time, members of the public may only comment on an item appearing on the closed agenda. Individual comments will be limited to 3 minutes or less, and should be directed to the Council as a whole and not directed to individual Council Members.
- IV. **ADJOURN TO CLOSED SESSION**
 - 1. Conference with legal counsel regarding active litigation, Tsurai Ancestral Society vs. City of Trinidad, Pursuant to California Government Code section 54956.9 (a)
 - 2. City Manager Contract Review/Negotiations Pursuant to Government Code Section 54957
- V. **RECONVENE TO OPEN SESSION**
- VI. **APPROVAL OF AGENDA**
- VII. **APPROVAL OF MINUTES – 01-14-2020 cc**
- VIII. **COUNCIL REPORTS/COMMITTEE ASSIGNMENTS**
- IX. **STAFF REPORTS – City Manager & Law Enforcement**
- X. **ITEMS FROM THE FLOOR**
At this time, members of the public may comment on items NOT appearing on the agenda. Individual comments will be limited to 3 minutes or less. Comments should be directed to the Council as a whole and not to individual Council Members or staff. Council and staff responses will be minimal for non-agenda items.
- XI. **CONSENT AGENDA**
All matters on the Consent Agenda are considered routine by the City Council and are enacted in one motion. There is no separate discussion of any of these items. If discussion is requested by any Council member, that item is removed from the Consent Calendar and considered separately. A single opportunity for public comment on the Consent Agenda is available to the public.
 - 1. Staff Activity Report – January 2020
 - 2. Financial Statements - December 2019
 - 3. Law Enforcement Report - January 2020
 - 4. Review/Accept Fiscal Year 2018-2019 Audited Financial Statements.
 - 5. Accept PARSAC Agreement for Apportionment of Retirement Obligations.
- IX. **DISCUSSION/ACTION AGENDA ITEMS**
 - 1. Discussion/Decision regarding Draft Water Connection Policy.
 - 2. Discussion/Decision regarding Consultant Agreement for Active Transportation Education Services.
 - 3. Discussion/Decision regarding Mid-Year 2019-2020 Budget Update and Adjustments.
 - 4. November 2020 City Election Calendar
 - 5. Update on Planning Commission and Committee Vacancies.
- XII. **FUTURE AGENDA ITEMS**
- XIII. **ADJOURNMENT**



APPROVAL OF MINUTES

JANUARY 14, 2020 CC

SUPPORTING DOCUMENTATION FOLLOWS WITH: 7 PAGES

MINUTES OF THE REGULAR MEETING OF THE TRINIDAD CITY COUNCIL
TUESDAY, JANUARY 14, 2020

I. CALL TO ORDER

Mayor Ladwig called the open meeting to order at 6:00pm. Council members in attendance: Miller, West, Ladwig, Grover, Davies. City Staff in attendance: City Manager Eli Naffah, City Clerk Gabriel Adams, City Planner Trevor Parker, City Engineer Steve Allen, City Attorney Andy Stunich.

II. CLOSED SESSION REPORT – *The Council adjourned to closed session at the end of the meeting.*

1. *Public Employee Performance Evaluation for City Manager Pursuant to Government Code Section 54957.*

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL OF THE AGENDA

Motion (West/Miller) to move approve the agenda as amended. Passed unanimously.

V. APPROVAL OF MINUTES

11-12-19 cc, 11-19-19 scc, 11-26-19 cc2, 12-10-19 cc

Motion (West/Grover) to approve the minutes as submitted. Passed unanimously.

VI. COUNCILMEMBER REPORTS/COMMITTEE ASSIGNMENTS

Davies: Trails Committee met with Grant Administrator Becky Price-Hall to discuss grant opportunities.

Miller: RCEA discussed reducing their carbon footprint, power purchase agreement, Humboldt BOS denial of Terra Gen wind energy project, King Salmon power plant requirements. Complimented the City Manager and Grant Administrator for pursuing a PG&E grant to install a backup battery system in conjunction with the solar panel install at the Town Hall.

West: Nothing to report.

Grover: Attended the RCEA meeting with Miller.

VII. STAFF REPORTS

City Manager Naffah highlighted items listed in the written staff activity report. Considering a mid-year budget review in February, provided an update on the cell facility on Trinidad Head, and wrote letters of support for projects that the Trinidad Coastal Land Trust and the Trinidad Rancheria at their request.

VIII. ITEMS FROM THE FLOOR

(Three (3) minute limit per Speaker unless Council approves request for extended time.)

Harpani Burns – Arcata resident

Honor your agreements with Tsurai. Close the Galindo and Van Wycke Trails and give the land back to Tsurai.

Axel Lindgren III – Tsurai Ancestral Society

Provided a brief background and history of the Tsurai people and their ancestral land. The Tsurai Ancestral Society is willing to work with the City and help share and preserve the culture and history of the Native people.

Joe Morrison – Arcata resident

Honor your agreements with Tsurai. It's shameful how they are being treated.

Margaret Stofsky – NAACP Member

I'm here to support the tribes, and ask that you examine your relationship with the Civic Club. Read a quote from the recent LA Times article. Honor your agreements with Tsurai.

Kathleen Lauder – NAACP Member

Quoted a City resolution from 2018 condemning bullying and racism in all its forms. Return the village to the Ancestral Society.

Steve Madrone – Trinidad Area Resident

I stand with the Tsurai and am willing to volunteer my time to facilitate a meeting and discuss the issues. The Galindo trail should be abandoned.

Sarah Lindgren-Akana – Tsurai Ancestral Society

Ask your City Attorney why the City is in a lawsuit with the Tsurai? If the Council supports us, why are you fighting the land transfer?

Sheri Provolt – Yurok Tribal Representative

I was born and raised in Trinidad, and am currently the Yurok Tribal District Representative for the area between Cranell and Klamath. I encourage the City to work with the Yurok Tribe. We look forward re-opening the Tsurai Management Team and welcome the land transfer discussions. Please honor the places of the people that came before us.

Mayor Steve Ladwig: We appreciate the invitation to re-open the discussions, but it is important to note that the City reached out to the tribal representatives on several occasions and did not receive a response. I believe that a commitment is a commitment and we look forward working with the Tribal representatives on these important issues.

IX. CONSENT AGENDA

1. Staff Activity Report – December 2019
2. Financial Statements November 2019
3. Law Enforcement Report December 2019

Motion (West/Miller) to approve the consent agenda as written. Passed unanimously.

XI. DISCUSSION/ACTION AGENDA ITEMS

1. Presentation of Resolution 2020-01: Acknowledging the Public Service of HCSO Deputy Luke Mathieson. Mayor Ladwig read the Resolution aloud. The Council thanked Deputy Mathieson for his hard work and dedication to the safety of Trinidad.

Deputy Mathieson thanked Trinidad for the opportunity and noted his appreciation for the City's support.

There was no public comment.

Motion (Grover/West) to approve Resolution 2020-01. Passed unanimously.

2. Discussion/Presentation from the North Coast Preparatory Academy Climate Action Club on Projects to Make a More Environmentally Friendly Area and Community.

Local students and exchange students from Austria and Spain explained that they have been peacefully demonstrating regularly in downtown Arcata to support efforts that address the climate crisis. Each student shared information with the Council on the purpose of their activism. Some of the topics included; Sea level rise, Ocean Contamination Rates, Microplastics, Toxic Trash, Power Outages, Effects of Temperature Changes, Solutions, Education, Action, Zero Waste. They expressed that action needs to be taken immediately to reverse the affects that humans are having on the planet, and incorporate sustainable practices into their everyday lives.

Council comments included:

Miller: Recommended the students think of simple ways we can make a difference on a daily basis.

West: Thanked the students for their passionate presentation, and encouraged them to continue on their mission to inspire others and raise awareness about this very important issue.

The audience applauded their efforts. *Presentation item only.*

3. Discussion/Decision Regarding Van Wycke Bicycle, Pedestrian, and Connectivity Project

City Engineer Steve Allen explained that the he Van Wycke Bicycle and Pedestrian Connectivity Project was approved by the California Transportation Commission (CTC) and programmed in the Active Transportation Program (ATP) for \$714,000. He presented an overview of the project dating back to requests from the City to

find a solution that would both preserve the subsiding trail and the subsurface utilities that are at risk in the area beneath it. Some of the background information included a need assessment, required studies and findings, and technical recommendations. The project was dramatically reduced from its first concept based on public input. Caltrans accepted the modifications. The construction of a retaining ended up being the preferred solution to meet the City's needs, and a few critical steps must now be complete before the final design can be put out for a formal bid. However, the project is in a culturally sensitive area and the Tsurai Ancestral Society and Yurok Tribe have raised objection to the retaining wall component. Before the final design is complete, the City needs to determine whether or not to proceed with the current design.

The deadline for project design (plans and specifications) and right of way clearance is April 15, 2020. Possible project options include:

1. Construct project as planned - Re-build pedestrian trail using retaining wall within City right of way and bicycle route on Edwards. This project concept is shown in Figure 2.
2. Secure new right of way easement from uphill landowners and construct planned project with retaining wall uphill of the current City right of way. Similar to Figure 2 concept, but with trail and utility alignment shifted slightly uphill to the north.
3. Construct alternate bicycle and pedestrian connectivity "trail" project: Construct bicycle and pedestrian routes on Edwards Street. The 6" water main and phone/cable utilities could be re-routed to Edwards as well. To prevent bluff inundation and erosion from stormwater runoff, a separate public works project would be needed at the failing section of Van Wycke right of way to support the existing gravity flow stormwater pipe that is being impacted by bluff instability. An alternative project would likely require Caltrans approval which may not fit within the current grant timeline.
4. No project option – abandon the pedestrian trail on Van Wycke. The Active Transportation Program grant would be terminated, and a separate public works project would be needed to provide physical support for water, stormwater and phone/cable utilities currently being impacted by bluff instability. The City would also need to address abandonment of the trail with the Coastal Commission.

Council questions:

Miller: What do we need to provide to meet the grant deadline? **Steve Allen** explained that in order to complete the design, a Geotechnical investigation must be performed.

West: How much has the City spent to-date on this project. **Allen** estimated approximately \$25,000.

City Planner Trevor Parker explained that the project was reviewed on a conceptual basis in 2019 and the CEQA process was fulfilled. However, the Planning Commission understood that the final project design would have to come back for a Coastal Development Permit to address all the Coastal Commission's concerns. Those concerns were outlined in a meeting with the Commission in December: 1) geologic issues, public access, permitting, and alternate access should the trail be closed.

Public comment included:

Axel Lindgren III – Tsurai Ancestral Society

No matter how much work done to retain that slide, there's no guarantee it will last.

Unknown Speaker 1

Drop the project. Listen to the people tonight.

Unknown Speaker 2

Honor your agreements with the Tsurai.

Meg Stofsky – NAACP Member

The Tribes have not agreed to this project. Don't try to bully them into saying yes.

Sarah Lindgren-Akana – Tsurai Ancestral Society

This project has been a moving target. In 2000 the Coastal Conservancy, Coastal Commission, City of Trinidad, and the local Tribes agreed to close the Galindo Trail as part of the Walkway Project. Connectivity through town already exists. There should be no discussion until an acknowledgement has been made that the agreement has been violated. This grant was obtained in bad faith. The City Attorney told you that the Management Plan is meaningless. The Management Team has not met because the City refuses to meet.

City Attorney Stunich noted for the record that he never – not once – said that the Management Plan or the Management Team is meaningless.

City Planner Trevor Parker explained that she was City staff in 2001-2002 when the Walkway Project was being designed, and has not found an agreement or acknowledgement of any kind suggesting the City desired to close the Galindo Trail. **Stunich** further explained that Government Law precludes anyone but the full Council to create binding agreements without a formal vote.

Steve Madrone – Trinidad Area Resident, County Supervisor 5th District

I'm in support of honoring the Tsurai by returning the 12.5 acres to the Yurok Tribe and abandoning the Galindo Trail. I will volunteer my time and service to coordinate the meetings. We need to be more sensitive. A soldier pile retaining wall will not stop the erosion at the toe of the slope.

Unknown Speaker 3

You do not have the Tsurai's consent. No means no. End of discussion.

Tanna Lindgren – Tsurai Ancestral Society

Caltrans should appreciate your willingness to honor Native American cultures by not continuing the project out of respect to the wishes of the Tribes.

Written Correspondence Included:

Yurok Tribe – opposed the project.

Karen Glinden – Trinidad area resident

Opposed the project.

Janice Gloe – Eureka resident

Opposed the project.

Council comments included:

Grover: Cultural sensitivities are very important, but I do not recall this Council ever having a steamroller-effect on any issues of great importance like this.

Davies: Voices are not being heard. We received a packet of comments a day before the meeting. The voices being heard are from the people that are being awarded by the grants. Everyone else's voices aren't being heard as loudly as others. My recollection of the connectivity meetings were that more people had issues or concerns than supported the project. The cumulative impacts of all projects need to be considered. I respect the power of law, but the law isn't always correct. People shouldn't be punished for not voting along the party lines or popular opinion. I would like to make a motion.

Miller: I came to town in 2005. This is a very different Council than the one that served in the early 2000's. In 2005 the Management Plan was the main topic of conversation. I support the Tsurai and their historical rights, and take issue with being accused of not supporting them. In 2007 I was a Councilmember and voted to adopt the Management Plan. I recall a break in the Management Team land transfer discussion due to a rift between the Tsurai and Yurok Tribe – NOT by fault of the City. I support tabling this discussion to ensure that there is safe pedestrian connectivity to the harbor before abandoning it altogether. I support the Tsurai's position, but will have to vote no if the Council entertains a motion to abandon the trail.

West: I do not feel we should table the discussion. It's time to stop this project and start up the Management Team discussions right away. It's time to talk options. I hate to throw away money, but I support the No Project option number 4.

City Manager Naffah: I appreciate that Axel and Sarah are here tonight. Trinidad does have a connectivity problem that must be addressed. Trails are a very important resource to the community and we need to be considerate of public safety.

Motion (Davies) to approve staff report "No Project Option #4" and let nature take its course and abandon the Van Wycke Trail, but direct staff to continue investigating solutions to protect the stormwater drain. Motion failed due to lack of second.

Ladwig: There is no popular or "party line" vote here. The discourse is what matters. I propose this alternate motion:

Motion (Ladwig/West) to abandon the Van Wycke Trail, direct staff to explore solutions to protect the stormwater infrastructure & adjacent utilities, and engage in stakeholder meetings to discuss connectivity as it relates to moving people through town and exploring options that the grant will support. Motion passed 4-1. Miller - No.

4. Discussion/Presentation Regarding Watershed, Water Supply, and Storage System.

City Engineer Steve Allen explained that this presentation is the culmination of the series of analysis/reports that GHD has performed this past year that will help the City understand its water system and provide some tools needed to address questions about capacity and demand for water from in and outside the City.

Allen pointed out these main points:

1. **Water Rights:** Are there sufficient water rights? YES. There are enough water rights to meet current and future demands of the City.
2. **Capacity:** Is there sufficient capacity? YES, but supplying water beyond the current capacity would require modification to the Treatment Plant.
3. **Storage:** Is there sufficient storage? YES. Current storage has a limited reserve capacity, and the existing reserve is dependent upon fire-fighting reserve volume policy.
4. **Sufficient Source Water:** YES. Luffenholtz Creek historically has provided enough raw water to provide both water to the customers, as well as to meet the needs of downstream rights and bypass flows as required for fish, wildlife, etc. as per the City's existing water rights.

Storage and Conveyance Capacity Tools: As part of this process, GHD has developed a model of the City's water system using CAD modeling software that will enable the City to evaluate current and future connection requests and their potential effects on the system. A fire-flow strategy should be addressed with the current policy. Storage is currently sufficient, but there is minimal reserve in the event of a significant drought emergency.

Watershed Analysis: This analysis included water rights, bypass flows and monitoring equipment. There is limited historical creek-flow data to rely on, and variables such as climate change could have a serious impact in the future. There have been 4-known instances when the watershed yield has curtailed flow conditions.

Next Steps

1. Develop a fire-flow policy
2. Develop reserve storage capacity
3. Develop a capital improvement plan for upgrading/replacing aging distribution lines and plant equipment.
4. Develop a drought contingency plan
5. Develop a rate structure that continues to encourage conservation
6. Develop a policy for analysis and fees for new service for both in-city and outside-city requests.
7. Develop alternative supply sources
8. Address limitations in Luffenholtz Creek gravels, infiltration gallery, and wet-well.

Public comment included:

Patti Fleschner – Trinidad

Would replacing old water lines address the system water loss?

Richard Johnson – Trinidad area resident

Our biggest challenge is creating priorities. Have we considered any seismic upgrades?

City Planner Trevor Parker: SHN completed a water demand assessment recently. We kept the current excess capacity in mind when analyzing build-out, and also looked at possible annexation areas. The Planning Commission should develop a draft policy that sets criteria for expansion and provide it to the Council for consideration.

Steve Madrone – Trinidad area resident, County Supervisor 5th District

Explained unknown drought variables, individual storage concept, and encouraged the City to search for grants that will help pay for feasibility studies to explore his proposal to tap springs in the upper watershed to supplement the current water supply. Provided a written draft water policy to the Council.

Council comments included:

Ladwig: We've been told to be super conservative with our water. It seems like it would be better to focus on preserving what we have instead of planning to allocate our excess.

Davies: We need to include the worst-case scenarios in our planning processes.

Presentation and discussion item only. No decision was made. City Manager and staff will include this information in the future planning and budgeting processes.

5. Discussion/Decision regarding Recommendations from STR Advisory Committee.

City Manager Naffah explained that at the STR Advisory Committee meeting on 01/09/2020, the following two recommendations were made to the City Council:

1. *Use the following STR Permit Application Fee Structure language, and to include the Permit Application Cost Recovery Timesheet and STR Permit Cost Tracking Timesheet in every STR Permit Application.*
2. *Set up Best Practice Workshop for Property Managers and Independent STR Owners, along with a representative from the City. Discussion on enforcement and possible revisions of the ordinance not to take place at such a meeting, only an exchange of ideas on best management practices.*

There was no public comment.

Motion (Miller/West) to accept recommendation #1. Passed unanimously.

Davies: I completely disagree with recommendation #2. It is not a legitimate use of City time.

Miller: The full Council does not need to weigh in on the details of how the recommendations are implemented.

No further decisions were made.

6. Discussion/Decision to Accept Letter of Resignation from Planning Commissioner Kathleen Lake, and Authorize Staff to Begin the Recruitment Process to Fill the Vacancy.

The City of Trinidad received a letter of resignation from Planning Commissioner Kathleen Lake, effective 12/18/19. Ms. Lake completed only 1-year of a 4-year term expiring December 2022.

The current commissioners are:

VACANT	<i>must be a city resident</i>	<i>Term expires December 2022</i>
Cheryl Kelly	City Resident	Term expires December 2022
Richard Johnson	Trinidad Area Resident	Term expires December 2022
John Graves	Trinidad Area Resident	Term expires December 2020
Diane Stockness	City Resident	Term expires December 2020

Trinidad Municipal Code allow the Planning Commission to include up to (2) Commissioners that live outside the city limits. Both of these positions are currently filled, so a qualified candidate must live within the city limits to be eligible.

Motion (Miller/West) to accept Ms. Lake's resignation and authorize staff to begin the recruitment process to fill the vacancy. Passed unanimously.

7. Discussion/Decision to Accept Letter of Resignation from STR Committee Member Dorothy Cox, and Authorize Staff to Begin the Recruitment Process to Fill the Vacancy.

The City of Trinidad received a letter of resignation from STR Committee Member Dorothy Cox, effective 12/16/19 Ms. Cox represented the resident/or public position on the committee, therefore the vacancy to be filled must be from someone that lives inside the city limits and has no direct tie to the STR industry.

The current committee members are:

VACANT

Planning Commission Liaison

VACANT

City/General Public Representative

Dick Bruce

City/General Public Representative

Jan Nash-Hunt

STR Owner

Joe Moran

STR Manager

The City Manager, or his/her designee, serves as primary staff liaison to the STR Committee.

The primary role of the STR Committee is to advise and provide recommendations to the City Council, staff, and Planning Commission on matters relating to Short Term Rentals in the City of Trinidad.

There was no public or Council comments.

*Motion (Miller/Grover) to accept Ms. Cox's resignation and authorize staff to begin the recruitment process to fill the vacancy. **Passed unanimously.***

X. FUTURE AGENDA ITEMS

ADJOURNMENT: 10:45pm.

Submitted by:

Approved by:

Gabriel Adams
Trinidad City Clerk

Steve Ladwig
Mayor



CONSENT AGENDA ITEM 1

SUPPORTING DOCUMENTATION FOLLOWS WITH: 3 PAGES

1. Staff Activity Report – January 2020

CITY MANAGER'S REPORT

City Managers Conference: Attending the League of California Cities City Managers Conference. Sessions on relevant timely topics including ethics, leadership, wireless communication and housing. A number of vendors of public services and products, including STR's, resiliency and sustainability, capital, infrastructure, etc.

Van Wycke Connectivity Grant: Met with local representatives of Caltrans to discuss potential options that would fit the grant. Rerouting the pedestrian path above the existing trail or along Edwards were both viable options that the local representatives felt would meet the grant's objective. A meeting is scheduled next week with the Tsurai Ancestral Society, impacted property owners, engineers, planner, Supervisor Madrone and city representatives. The next steps would be to meet with the Coastal Commission and subsequently the Caltrans Headquarters staff.

Building Inspector Position: Met with several prospects that can provide building inspection and plan check services. Will continue process, receive additional information, with the goal of filling the position within the month.

Water Policy and Planning Commission: Attended several meetings of the Planning Commission where a Water Policy was addressed. A rough draft policy is included in your packets for review and input prior to sending back to the Planning Commission for a Final Recommendation to the City Council.

Government to Government Meeting: City representatives met with the Trinidad Rancheria to discuss the upcoming Stormwater Projects and landowner access agreements for construction and ongoing maintenance. The projected timeline of the City's Water Policy was addressed along with the drilling of wells on the Rancheria's property that can supply some of their future needs.

City Clerk's Office: January 2020

Van Wycke Trail, Short-Term Rental (STR) License Renewals, Staff and Volunteer Vacancy Recruitments, Building Permits, and demands from various agencies for data.

January is a month for renewal, and second to the close of the fiscal year in June in terms of demand from outside agencies for city data. It's the beginning of the calendar year, but also the beginning of the 3rd quarter of the fiscal year. Here's a partial list of the administrative accomplishments in January beyond the routine water billing, walk-in, phone, and email responses:

- Occupancy taxes were due January 31 and all licensed STR's met their reporting requirements.
- All Licensed STR's completed the multi-faceted application and inspection process.
- 1 Council meeting, 2 Planning Commission Meetings, and 1 STR Advisory Committee Meeting
- Provided routine assistance to the City Planner and Building Inspector for current building projects and development permit applications under review.
- Met with prospective building inspector candidates to replace John Roberts
- Finished content and editing of a city newsletter that will be mailed to all city residents in February.
- Conclusion of the first round of business license processing.

City Clerk's Office: January 2020

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FPPC FORM 700 Disclosures, REMINDER FOR FEBRUARY/MARCH:

The City Clerk's office is responsible for administering the annual FPPC Form 700 filing for all of Trinidad's obligated Staff, Council, and Planning Commissioners. You may already be getting notices from outside Committees that you represent the City on such as RCEA, RREDC, or the Indian Gaming Local Benefit Committee.

The FPPC has been trying to shift all filers to doing their annual statements electronically. Your electronic filing should cover all your committees as well, although some of those agency filing officials prefer receiving a paper copy from you.

In an effort to avoid Trinidad's filers from having to file the same statement with numerous agencies, I encourage you to file electronically if/when you receive a direct email from the FPPC. Otherwise, we anticipate reaching out to everyone by the end of February (or early March) to ensure you have what you need to meet the mid-April filing deadline.

If you have any questions about this process before then, feel free to email or contact me directly.

Gabriel Adams
Trinidad City Clerk
707.677.0223
cityclerk@trinidad.ca.gov

[Print](#) | [Close Window](#)**Subject:** January 2020 TPW staff report**From:** rdesmet@trinidad.ca.gov**Date:** Fri, Feb 07, 2020 10:23 am**To:** ""Trinidad City Clerk \Gabel"" <cityclerk@trinidad.ca.gov>

January 2020 TPW & Water Staff Report

T.P.W Report

Routine Maintenance

Mowing and Trail Work

Cleaned out and organized tool sheds (misc. housekeeping)

Storm Drain Maintenance

Scrap metal/ dump runs/ e-waste dump runs

Storm damage green waste cleanup

Water Report

Cleaned out flocculator

Extracted about 22 trash cans of sludge (700 gallons)

Completed annual Filter inspections

Most recent quarterly disinfection byproduct results were well under the MCL, further lowering our running annual average

In process of desludging backwash tank

Fixed leaks on Azalea/Pacific, and Wagner

Located 2 additional leaks. One on scenic, and one on Rancheria, Both resolved

January 2020 Water Stats

Pumped- 269,596 cu ft. (2,009,098 gallons)**Sold-** 199,348 cu ft. (1,491,123 gallons)**% Loss-** 14.83%

January 2019 Water Stats

Pumped- 209,091 cu ft. (1,564,000.6 gallons)**Sold-** 151,049 cu ft. (1,129,846.5 gallons)**% Loss-** 22.69%

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CONSENT AGENDA ITEM 2

SUPPORTING DOCUMENTATION FOLLOWS WITH: 11 PAGES

2. Financial Statements - December 2019

City of Trinidad
Statement of Revenues and Expenditures - GF Revenue
From 12/1/2019 Through 12/31/2019

		Current Month	Year to Date	Total Budget - Original	% of Budget
Revenue					
41010	PROPERTY TAX - SECURED	0.00	0.00	92,000.00	100.00)%
41020	PROPERTY TAX - UNSECURED	0.00	0.00	3,800.00	100.00)%
41040	PROPERTY TAX-PRIOR UNSECURED	0.00	0.00	25.00	100.00)%
41050	PROPERTY TAX - CURRENT SUPPL	0.00	0.00	1,300.00	100.00)%
41060	PROPERTY TAX-PRIOR SUPPL	0.00	0.00	200.00	100.00)%
41070	PROPERTY TAX - FINES	0.00	0.00	500.00	100.00)%
41110	PROPERTY TAX EXEMPTION	0.00	0.00	1,300.00	100.00)%
41130	PUBLIC SAFETY 1/2 CENT	0.00	0.00	1,900.00	100.00)%
41140	PROPERTY TAX - DOCUMENTARY RE	0.00	0.00	4,500.00	100.00)%
41220	IN LIEU VLF	0.00	0.00	28,500.00	100.00)%
42000	SALES & USE TAX	226.82	78,825.07	255,000.00	(69.09)%
43000	TRANSIENT LODGING TAX	0.00	53,760.99	140,000.00	(61.60)%
46000	GRANT INCOME	0.00	0.00	10,000.00	100.00)%
53010	COPY MACHINE FEE	0.00	7.70	50.00	(84.60)%
53020	INTEREST INCOME	32.72	9,387.19	25,300.00	(62.90)%
53090	OTHER MISCELLANEOUS INCOME	0.00	10,995.92	14,000.00	(21.46)%
54020	PLANNER- APPLICATION PROCESSIN	0.00	18,955.53	18,000.00	5.31%
54050	BLDG. INSP-APPLICATION PROCESSI	1,833.40	5,679.33	8,000.00	(29.01)%
54100	ANIMAL LICENSE FEES	15.00	75.00	300.00	(75.00)%
54150	BUSINESS LICENSE TAX	2,761.00	3,166.00	9,000.00	(64.82)%
54170	STR License Fee (Short Term Rental)	0.00	300.00	9,000.00	(96.67)%
54300	ENCROACHMENT PERMIT FEES	0.00	382.00	400.00	(4.50)%
56400	RENT - VERIZON ✖	1,973.59	42,313.89	9,000.00	370.15%
56500	RENT - HARBOR LEASE	0.00	0.00	5,125.00	100.00)%
56550	RENT - PG& E	0.00	0.00	9,000.00	100.00)%
56650	RENT - SUDDENLINK	0.00	3,332.00	6,000.00	(44.47)%
56700	RENT - TOWN HALL	475.00	1,277.50	5,000.00	(74.45)%
	Total Revenue	7,317.53	228,458.12	657,200.00	(65.24)%

- PROP TAX 59,000 01/30/2020
- SALES TAX 52,000 01/2020
- BED TAX 01/2020 27,700

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
201 - GFAdmin
From 12/1/2019 Through 12/31/2019

		Current Month	Year to Date	Total Budget - Original	% of Budget
Expense					
60900	HONORARIUMS	250.00	1,500.00	3,000.00	50.00%
61000	EMPLOYEE GROSS WAGE	9,335.24	55,322.74	121,018.00	54.29%
65100	DEFERRED RETIREMENT	883.25	5,235.05	11,441.00	54.24%
65200	MEDICAL INSURANCE AND EXPENSE	2,007.52	8,924.61	20,248.00	55.92%
65250	Health Savings Program	16.48	74.90	1,443.00	94.81%
65300	WORKMEN'S COMP INSURANCE	0.00	5,010.00	4,538.00	(10.40)%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	51.04	396.72	750.00	47.10%
65600	PAYROLL TAX	771.15	4,574.49	10,133.00	54.86%
65800	Grant Payroll Allocation	(3,269.26)	(5,852.17)	(5,000.00)	(17.04)%
68090	CRIME BOND	0.00	512.20	500.00	(2.44)%
68200	INSURANCE - LIABILITY	0.00	11,867.45	11,500.00	(3.20)%
68300	PROPERTY & CASUALTY	0.00	5,035.55	5,000.00	(0.71)%
71110	ATTORNEY-ADMINISTRATIVE TASKS	0.00	0.00	5,000.00	100.00%
71310	CITY PLANNER-ADMIN. TASKS	6,710.96	33,595.30	70,000.00	52.01%
71410	BLDG INSPECTOR-ADMIN TASKS	1,057.14	5,079.64	7,000.00	27.43%
71510	ACCOUNTANT-ADMIN TASKS	1,053.00	7,942.40	17,000.00	53.28%
71620	AUDITOR-FINANCIAL REPORTS	0.00	0.00	14,500.00	100.00%
72000	CHAMBER OF COMMERCE	0.00	0.00	15,000.00	100.00%
75110	FINANCIAL ADVISOR/TECH SUPPORT	93.75	863.74	3,000.00	71.21%
75160	LIBRARY RENT & LOCAL CONTRIB.	0.00	(740.84)	2,000.00	137.04%
75170	RENT	750.00	4,500.00	9,000.00	50.00%
75180	UTILITIES	694.62	5,387.43	12,000.00	55.10%
75190	DUES & MEMBERSHIP	0.00	765.00	1,000.00	23.50%
75200	MUNICIPAL/UPDATE EXPENSE	0.00	375.00	3,500.00	89.29%
75220	OFFICE SUPPLIES & EXPENSE	468.19	3,334.58	6,000.00	44.42%
75240	BANK CHARGES	0.00	30.00	100.00	70.00%
75280	TRAINING / EDUCATION	0.00	0.00	200.00	100.00%
75300	CONTRACTED SERVICES	0.00	0.00	8,000.00	100.00%
75990	MISCELLANEOUS EXPENSE	0.00	2,064.02	500.00	(312.80)%
76110	TELEPHONE	314.44	2,292.71	2,500.00	8.29%
76130	CABLE & INTERNET SERVICE	216.90	935.30	3,000.00	68.82%
76150	TRAVEL	0.00	1,413.14	2,000.00	29.34%
78170	SECURITY SYSTEM	0.00	229.50	500.00	54.10%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	151.38	2,000.00	92.43%
	Total Expense	21,404.42	160,819.84	368,371.00	56.34%

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
301 - Police
From 12/1/2019 Through 12/31/2019

		Current Month	Year to Date	Total Budget - Original	% of Budget
	Expense				
61000	EMPLOYEE GROSS WAGE	442.40	2,646.41	5,751.00	53.98%
65100	DEFERRED RETIREMENT	34.84	208.09	453.00	54.06%
65200	MEDICAL INSURANCE AND EXPENSE	66.00	186.01	544.00	65.81%
65250	Health Savings Program	0.50	2.00	60.00	96.67%
65300	WORKMEN'S COMP INSURANCE	0.00	212.00	216.00	1.85%
65600	PAYROLL TAX	35.97	215.80	475.00	54.57%
75170	RENT	750.00	4,500.00	9,000.00	50.00%
75180	UTILITIES	106.62	1,064.73	1,800.00	40.85%
75220	OFFICE SUPPLIES & EXPENSE	0.00	0.00	500.00	100.00%
75300	CONTRACTED SERVICES	0.00	0.00	65,000.00	100.00%
75350	ANIMAL CONTROL	128.00	756.00	1,600.00	52.75%
76110	TELEPHONE	94.41	373.02	1,200.00	68.92%
76130	CABLE & INTERNET SERVICE	0.00	148.90	0.00	0.00%
78170	SECURITY SYSTEM	378.00	454.50	500.00	9.10%
	Total Expense	2,036.74	10,767.46	87,099.00	87.64%

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
401 - Fire
From 12/1/2019 Through 12/31/2019

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
	Expense				
60900	HONORARIUMS	150.00	900.00	2,400.00	62.50%
75180	UTILITIES	207.57	361.37	1,150.00	68.58%
75190	DUES & MEMBERSHIP	0.00	0.00	350.00	100.00%
75280	TRAINING / EDUCATION	0.00	0.00	500.00	100.00%
76110	TELEPHONE	113.42	692.07	1,000.00	30.79%
76140	RADIO & DISPATCH	0.00	0.00	1,800.00	100.00%
78140	VEHICLE FUEL & OIL	90.88	126.66	350.00	63.81%
78150	VEHICLE REPAIRS	47.29	4,706.71	2,500.00	(88.27)%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	0.00	1,500.00	100.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	261.96	10,000.00	97.38%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	0.00	1,000.00	100.00%
	Total Expense	<u>609.16</u>	<u>7,048.77</u>	<u>22,550.00</u>	<u>68.74%</u>

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
501 - PW (Public Works)
From 12/1/2019 Through 12/31/2019

		Current Month	Year to Date	Total Budget - Original	% of Budget
	Expense				
61000	EMPLOYEE GROSS WAGE	7,486.91	42,680.80	94,198.00	54.69%
61250	OVERTIME	0.00	0.00	500.00	100.00%
65000	EMPLOYEE TAXES, INSUR & BENEFI	0.00	0.00	100.00	100.00%
65100	DEFERRED RETIREMENT	843.74	4,784.50	10,593.00	54.83%
65200	MEDICAL INSURANCE AND EXPENSE	2,391.81	15,154.02	30,753.00	50.72%
65250	Health Savings Program	19.15	98.85	1,158.00	91.46%
65300	WORKMEN'S COMP INSURANCE	0.00	3,507.00	3,532.00	0.71%
65600	PAYROLL TAX	627.04	3,572.48	8,016.00	55.43%
65800	Grant Payroll Allocation	(4,666.00)	(19,374.76)	(63,000.00)	69.25%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	4,122.00	10,000.00	58.78%
71310	CITY PLANNER-ADMIN. TASKS	0.00	0.00	15,000.00	100.00%
75180	UTILITIES	0.00	274.78	250.00	(9.91)%
75190	DUES & MEMBERSHIP	0.00	144.00	0.00	0.00%
75200	MUNICIPAL/UPDATE EXPENSE	0.00	0.00	3,000.00	100.00%
75300	CONTRACTED SERVICES	0.00	0.00	10,000.00	100.00%
75370	UNIFORMS/PERSONAL EQUIP.	0.00	259.56	1,000.00	74.04%
78100	STREET MAINT/REPAIR/SANITATION	0.00	277.64	5,000.00	94.45%
78120	STREET LIGHTING	335.61	2,218.05	5,000.00	55.64%
78130	TRAIL MAINTENANCE	0.00	0.00	10,000.00	100.00%
78140	VEHICLE FUEL & OIL	285.46	1,348.41	4,000.00	66.29%
78150	VEHICLE REPAIRS	0.00	1,252.63	2,500.00	49.89%
78160	BUILDING REPAIRS & MAINTENANCE	12.66	1,501.13	14,000.00	89.28%
78190	MATERIALS, SUPPLIES & EQUIPMEN	308.75	1,698.40	5,000.00	66.03%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	2,241.15	4,200.00	46.64%
	Total Expense	7,645.13	65,760.64	174,800.00	62.38%

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
204 - IWM
From 12/1/2019 Through 12/31/2019

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
56150	FRANCHISE FEES	0.00	3,688.70	10,000.00	(63.11)%
	Total Revenue	0.00	3,688.70	10,000.00	(63.11)%
	Expense				
61000	EMPLOYEE GROSS WAGE	714.38	4,148.85	9,287.00	55.33%
65100	DEFERRED RETIREMENT	85.72	497.81	1,114.00	55.31%
65200	MEDICAL INSURANCE AND EXPENSE	274.70	1,561.34	3,192.00	51.09%
65250	Health Savings Program	2.58	14.10	138.00	89.78%
65300	WORKMEN'S COMP INSURANCE	0.00	450.00	348.00	(29.31)%
65600	PAYROLL TAX	60.70	352.73	796.00	55.69%
75130	GARBAGE	0.00	0.00	500.00	100.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	0.00	1,800.00	100.00%
	Total Expense	1,138.08	7,024.83	17,175.00	59.10%
	Net Income	(1,138.08)	(3,336.13)	(7,175.00)	(53.50)%

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
303 - COPS Program
From 12/1/2019 Through 12/31/2019

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
46000	GRANT INCOME	0.00	0.00	100,000.00	(100.00)%
	Total Revenue	0.00	0.00	100,000.00	(100.00)%
	Expense				
75300	CONTRACTED SERVICES	0.00	40,671.25	100,000.00	59.33%
	Total Expense	0.00	40,671.25	100,000.00	59.33%
	Net Income	0.00	(40,671.25)	0.00	0.00%

* 104,111.87 RECEIVED 01/29/2020

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
503 - State Gas Tax
From 12/1/2019 Through 12/31/2019

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
46000	GRANT INCOME	0.00	0.00	18,000.00	(100.00)%
47005	RMRA (SB1)	517.07	2,346.20	0.00	0.00%
47030	GAS TAX REVENUE (2103)	493.83	1,528.67	0.00	0.00%
47050	GAS TAX REVENUE (2105)	338.93	1,031.32	0.00	0.00%
47060	GAS TAX REVENUE (2106)	1,019.35	3,105.11	0.00	0.00%
47070	GAS TAX REVENUE (2107)	476.74	1,262.76	0.00	0.00%
47075	GAS TAX REVENUE (2107.5)	0.00	1,000.00	0.00	0.00%
	Total Revenue	2,845.92	10,274.06	18,000.00	(42.92)%
	Expense				
60000	INTERDEPARTMENTAL TRANSFER EXP	0.00	0.00	40,000.00	100.00%
	Total Expense	0.00	0.00	40,000.00	100.00%
	Net Income	2,845.92	10,274.06	(22,000.00)	(146.70)%

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
504 - TDA - Transporation Development Agency
From 12/1/2019 Through 12/31/2019

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
46000	GRANT INCOME	0.00	0.00	22,000.00	(100.00)%
49990	OTHER GRANTS	0.00	15,190.00	0.00	0.00%
	Total Revenue	0.00	15,190.00	22,000.00	(30.95)%
	Expense				
60000	INTERDEPARTMENTAL TRANSFER EXP	0.00	0.00	12,000.00	100.00%
75250	TRANSIT SERVICES- HTA	0.00	4,980.00	0.00	0.00%
	Total Expense	0.00	4,980.00	12,000.00	58.50%
	Net Income	0.00	10,210.00	10,000.00	2.10%

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
601 - Water
From 12/1/2019 Through 12/31/2019

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
Revenue					
53020	INTEREST INCOME	0.00	0.00	12,000.00	(100.00)%
53090	OTHER MISCELLANEOUS INCOME	0.00	0.00	1,000.00	(100.00)%
57100	WATER SALES	26,804.37	171,810.68	315,000.00	(45.46)%
57200	Water Sales - Wholesale	1,380.00	4,140.00	6,500.00	(36.31)%
57300	NEW WATER HOOK UPS	0.00	0.00	4,500.00	(100.00)%
57500	WATER A/R PENALTIES	1,723.82	5,133.94	1,800.00	185.22%
	Total Revenue	29,908.19	181,084.62	340,800.00	(46.86)%
Expense					
61000	EMPLOYEE GROSS WAGE	9,106.38	54,782.64	119,121.00	54.01%
65100	DEFERRED RETIREMENT	1,038.09	6,236.74	13,584.00	54.09%
65200	MEDICAL INSURANCE AND EXPENSE	3,603.42	19,971.00	41,359.00	51.71%
65250	Health Savings Program	26.56	135.10	1,443.00	90.64%
65300	WORKMEN'S COMP INSURANCE	0.00	3,900.00	4,467.00	12.69%
65600	PAYROLL TAX	763.71	4,587.38	10,152.00	54.81%
68090	CRIME BOND	0.00	275.80	300.00	8.07%
68200	INSURANCE - LIABILITY	0.00	6,206.55	6,100.00	(1.75)%
68300	PROPERTY & CASUALTY	0.00	2,711.45	2,405.00	(12.74)%
71110	ATTORNEY-ADMINISTRATIVE TASKS	0.00	0.00	500.00	100.00%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	690.75	5,000.00	86.19%
71230	ENGINEER-SPECIAL PROJECTS	0.00	38,491.75	75,000.00	48.68%
71310	CITY PLANNER-ADMIN. TASKS	420.00	3,672.50	10,000.00	63.27%
71510	ACCOUNTANT-ADMIN TASKS	567.00	4,274.65	9,000.00	52.50%
71620	AUDITOR-FINANCIAL REPORTS	0.00	0.00	7,000.00	100.00%
72100	BAD DEBTS	79.97	213.79	100.00	(113.79)%
75180	UTILITIES	937.52	9,213.81	14,000.00	34.19%
75190	DUES & MEMBERSHIP	0.00	519.00	125.00	(315.20)%
75200	MUNICIPAL/UPDATE EXPENSE	0.00	203.08	200.00	(1.54)%
75220	OFFICE SUPPLIES & EXPENSE	105.00	2,947.86	3,750.00	21.39%
75240	BANK CHARGES	10.00	20.00	100.00	80.00%
75280	TRAINING / EDUCATION	0.00	268.30	750.00	64.23%
75300	CONTRACTED SERVICES	1,080.00	1,080.00	8,000.00	86.50%
76110	TELEPHONE	168.14	936.77	1,600.00	41.45%
76130	CABLE & INTERNET SERVICE	61.95	309.75	750.00	58.70%
76160	LICENSES & FEES	2,145.00	6,381.74	3,200.00	(99.43)%
78140	VEHICLE FUEL & OIL	49.18	921.84	1,200.00	23.18%
78150	VEHICLE REPAIRS	0.00	130.00	2,500.00	94.80%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	0.00	1,250.00	100.00%
78170	SECURITY SYSTEM	0.00	153.00	500.00	69.40%
78190	MATERIALS, SUPPLIES & EQUIPMEN	12.92	1,796.57	5,000.00	64.07%
78200	EQUIPMENT REPAIRS & MAINTENANC	32.08	6,835.11	5,850.00	(16.84)%
79100	WATER LAB FEES	785.00	4,290.81	4,200.00	(2.16)%
79120	WATER PLANT CHEMICALS	464.18	1,988.06	7,500.00	73.49%
79130	WATER LINE HOOK-UPS	0.00	6,500.00	4,500.00	(44.44)%
79150	WATER LINE REPAIR	0.00	0.00	10,000.00	100.00%
79160	WATER PLANT REPAIR	0.00	0.00	3,000.00	100.00%
	Total Expense	21,456.10	190,645.80	383,506.00	50.29%
	Net Income	8,452.09	(9,561.18)	(42,706.00)	(77.61)%

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
701 - Cemetery
From 12/1/2019 Through 12/31/2019

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
53020	INTEREST INCOME	0.00	0.00	250.00	(100.00)%
58100	CEMETERY PLOT SALES	0.00	18,542.50	9,000.00	106.03%
58150	Cemetery Plot Refunds	0.00	(1,410.00)	0.00	0.00%
	Total Revenue	0.00	17,132.50	9,250.00	85.22%
	Expense				
61000	EMPLOYEE GROSS WAGE	671.60	3,839.32	8,731.00	56.03%
65100	DEFERRED RETIREMENT	80.58	460.65	1,048.00	56.04%
65200	MEDICAL INSURANCE AND EXPENSE	216.46	1,236.75	2,648.00	53.29%
65250	Health Savings Program	2.23	12.55	180.00	93.03%
65300	WORKMEN'S COMP INSURANCE	0.00	495.00	327.00	(51.38)%
65600	PAYROLL TAX	57.08	326.41	748.00	56.36%
75180	UTILITIES	0.00	226.15	493.00	54.13%
75300	CONTRACTED SERVICES	0.00	0.00	2,000.00	100.00%
78170	SECURITY SYSTEM	0.00	213.00	450.00	52.67%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	0.00	500.00	100.00%
	Total Expense	1,027.95	6,809.83	17,125.00	60.23%
	Net Income	(1,027.95)	10,322.67	(7,875.00)	(231.08)%



CONSENT AGENDA ITEM 3

SUPPORTING DOCUMENTATION FOLLOWS WITH: 3 PAGES

3. Law Enforcement Report - January 2020

**HUMBOLDT COUNTY SHERIFF'S OFFICE**

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Incident Search Results

City is trinidad or trin, Date Between 1/6/2020 and 1/12/2020

01/13/2020

Date	Inc #	Type	Time	Location	Dispositio
01/06/2020	2001060103	XFER	15:53:29	2585 PATRICKS POINT DR	Xfer to Medical
01/06/2020	2001060137	SHOTSH	20:40:47	199 N WESTHAVEN DR	Quiet on Arrival or Departur
01/06/2020	2001060138	SHOTSH	20:42:07	51 MIDWAY DR	Duplicate Call
01/07/2020	2001070008	415	02:58:08	480 PATRICKS POINT DR	Verbal Domestic Violence Onl
01/07/2020	2001070020	CWS	07:00:33	406 OCEAN AVE	Report Taken
01/07/2020	2001070037	CWS	08:46:47	406 OCEAN AVE	Duplicate Call
01/07/2020	2001070052	PARK	10:17:55	560 EDWARDS ST	Negative Service
01/07/2020	2001070068	THREAT	11:40:25	199 ROUNDHOUSE CREEK RD	Not as Reported
01/07/2020	2001070093	PROPF	13:44:18	.SB HWY 101 1ST EXIT	Cad Documentation Only
01/07/2020	2001070113	CIVS	15:18:46	4189 PATRICKS POINT DR	Good Service
01/07/2020	2001070159	911M	22:12:39	199 N WESTHAVEN DR	Accidental Dial
01/08/2020	2001080054	INC	10:32:15	4175 PATRICKS POINT DR	Phone Malfunction
01/08/2020	2001080057	459V	10:37:24	1512 STAGECOACH RD	Online Report
01/09/2020	2001090028	33X	09:22:55	130 SCENIC DR	Cancel Per Rp
01/09/2020	2001090081	INV	13:44:20	3415 PATRICKS POINT DR	Pending Recontact From Rp
01/09/2020	2001090094	33X	14:52:52	174 FOX FARM RD	Cancel Per Rp
01/09/2020	2001090124	UNW	17:46:48	271 LYNDA LN	No Report
01/09/2020	2001090125	488	17:54:15	201 MAIN ST	Report Taken
01/09/2020	2001090166	TPAT	23:08:53	306 VIEW AVE	Public Assist
01/10/2020	2001100032	INC	06:21:22	241 6TH AVE	Phone Malfunction
01/10/2020	2001100049	FU	09:10:27	694 KAY AVE	Warned
01/10/2020	2001100073	PROPF	11:57:17	409 TRINITY ST	Report Taken
01/11/2020	2001110044	VEHI	09:30:24	N/A	Field Interview
01/11/2020	2001110045	ASSISTA	10:12:21	S WESTHAVEN DR/OLD WAGON	gency Assist
01/11/2020	2001110086	PC	15:03:06	HAMMOND TRAIL	No Report
01/12/2020	2001120026	PC	03:49:45	361 MAIN ST	No Report
01/12/2020	2001120027	PED	03:54:31	480 PATRICKS POINT DR	Field Interview
01/12/2020	2001120051	ANIMAL	12:04:24	199 N WESTHAVEN DR	Cad Documentation Only
01/12/2020	2001120057	DISP	15:39:02	80 TER-KER-COO	Cad Documentation Only

**HUMBOLDT COUNTY SHERIFF'S OFFICE**

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Incident Search Results

City is trinidad or trin, Date Between 1/13/2020 and 1/19/2020

01/21/2020

Date	Inc #	Type	Time	Location	Dispositio
01/13/2020	2001130023	VEHI	03:40:09	LIGHTHOUSE RESTURAUNT	Advised to Move Along
01/13/2020	2001130043	594	08:10:38	415 SCENIC DR	Report Taken
01/13/2020	2001130048	BEACH	08:14:34	MOONSTONE BEACH RD	Cad Documentation Only
01/13/2020	2001130051	BEACH	08:48:28	CAMEL ROCK	Cad Documentation Only
01/13/2020	2001130053	BEACH	09:13:14	(UNKNOWN ADDRESS)	Cad Documentation Only
01/13/2020	2001130056	TPAT	09:50:45	(UNKNOWN ADDRESS)	Cad Documentation Only
01/13/2020	2001130060	PC	10:14:55	27 SCENIC DR	Cad Documentation Only
01/13/2020	2001130126	FU	16:03:48	27 SCENIC DR	Supplemental Taken
01/13/2020	2001130147	XFER	19:18:27	391 FOX FARM RD	Xfer to CHP
01/14/2020	2001140012	TPAT	02:26:11	100 MAIN ST	No Report
01/14/2020	2001140034	BUS	08:45:45	27 SCENIC DR	Cad Documentation Only
01/14/2020	2001140038	ANIMAL	09:03:28	867 STAGECOACH RD	Cad Documentation Only
01/14/2020	2001140041	VEHI	09:24:03	MOONSTONE BEACH RD	Unoccupied
01/14/2020	2001140042	FU	09:29:17	27 SCENIC DR	Supplemental Taken
01/14/2020	2001140044	BEACH	09:36:48	.HOUDA POINT	Cad Documentation Only
01/14/2020	2001140052	BEACH	10:18:40	.BAKER BEACH	Cad Documentation Only
01/14/2020	2001140063	BEACH	11:12:09	(UNKNOWN ADDRESS)	Cad Documentation Only
01/14/2020	2001140070	BEACH	11:51:07	122 MOONSTONE BEACH RD	Cad Documentation Only
01/14/2020	2001140084	BEACH	13:35:58	(UNKNOWN ADDRESS)	Cad Documentation Only
01/14/2020	2001140103	488	15:58:36	389 MAIN ST	Report Taken
01/15/2020	2001150020	TPAT	04:41:22	201 MAIN ST	Cad Documentation Only
01/15/2020	2001150021	PED	04:42:42	TRINITY ST/EDWARDS ST	Field Interview
01/15/2020	2001150022	PED	04:53:44	27 SCENIC DR	Field Interview
01/15/2020	2001150040	PROPF	09:51:53	510 BIG LAGOON PARK RD	Report Taken
01/15/2020	2001150042	SUSPP	10:18:00	.LUFFENHOLTZ BEACH	Unable to Locate
01/15/2020	2001150061	FU	11:39:01	822 N WESTHAVEN DR	Public Assist
01/15/2020	2001150073	SUSPC	12:09:15	271 LYNDA LN	Cad Documentation Only
01/16/2020	2001160022	PC	04:40:17	306 VIEW AVE	No Report
01/16/2020	2001160053	459V	09:02:44	898 UNDERWOOD DR	Report Taken
01/16/2020	2001160072	PROB	10:14:48	930 SCENIC DR	Cad Documentation Only
01/16/2020	2001160108	PROB	13:22:22	760 8TH AVE	Cad Documentation Only
01/16/2020	2001160184	UNW	21:09:50	112 ALDER LN	Civil Problem
01/16/2020	2001160188	PED	21:54:22	MAIN ST/SCENIC DR	Cad Documentation Only
01/16/2020	2001160213	TRF	23:50:13	BIG LAGOON PARK RD/STATE	Cited
01/17/2020	2001170055	911H	07:50:18	1 CHER-AE LN	Cad Documentation Only
01/17/2020	2001170066	TPAT	09:02:22	LUFFENHOLTZ	No Report
01/17/2020	2001170103	ASSISTA	14:08:52	481 5TH STREET	Agency Assist
01/17/2020	2001170154	INC	20:33:28	199 N WESTHAVEN DR	Accidental Dial
01/18/2020	2001180050	DUMP	10:17:45	SCENIC DR	No Report
01/19/2020	2001190051	DISP	09:52:20	3751 PATRICKS POINT DR	Cad Documentation Only
01/19/2020	2001190126	VEHI	19:02:31	FRONTAGE RD	Field Interview
01/19/2020	2001190127	SHOTSH	19:18:31	PATRICKS POINT DR/US HWY	Quiet on Arrival or Departur
01/19/2020	2001190156	911H	23:32:52	.A LINE RD	Cad Documentation Only

**HUMBOLDT COUNTY SHERIFF'S OFFICE****Incident Search Results**

City is trinidad or trin, Date Between 1/20/2020 and 1/26/2020

Page 1

01/30/2020

Date	Inc #	Type	Time	Location	Dispositio
01/20/2020	2001200036	FU	08:51:32	101 MAIN ST	Supplemental Taken
01/20/2020	2001200093	BEACH	14:57:07	(UNKNOWN ADDRESS)	Cad Documentation Only
01/20/2020	2001200096	FU	15:13:05	101 MAIN ST	Supplemental Taken
01/20/2020	2001200101	PC	15:32:08	27 SCENIC DR	Cad Documentation Only
01/21/2020	2001210083	TPAT	11:54:24	.TRINIDAD	Cad Documentation Only
01/21/2020	2001210094	PC	13:41:36	(UNKNOWN ADDRESS)	Cad Documentation Only
01/21/2020	2001210104	PC	14:19:19	(UNKNOWN ADDRESS)	Cad Documentation Only
01/22/2020	2001220038	FP	09:05:25	(UNKNOWN ADDRESS)	Cad Documentation Only
01/22/2020	2001220042	PROPL	09:19:02	72 PA-PAH LN	Report Taken
01/22/2020	2001220057	FP	10:53:22	.CAMEL ROCK	Cad Documentation Only
01/22/2020	2001220068	PC	11:48:27	27 SCENIC DR	Cad Documentation Only
01/22/2020	2001220100	INV	14:12:19	951 KINGDOM RD	Report Taken
01/23/2020	2001230086	CWS	11:53:39	951 KINGDOM RD	Cad Documentation Only
01/23/2020	2001230125	HSACT	14:47:32	1309 PATRICKS POINT DR	Cad Documentation Only
01/23/2020	2001230160	CWS	16:25:38	951 KINGDOM RD	Duplicate Call
01/23/2020	2001230198	AVA	20:15:48	(UNKNOWN ADDRESS)	Cad Documentation Only
01/23/2020	2001230208	TRF	21:03:54	122 MOONSTONE BEACH RD	Field Interview
01/23/2020	2001230212	SHOTSH	21:13:18	199 N WESTHAVEN DR	Cad Documentation Only
01/24/2020	2001240011	FP	01:13:16	27 SCENIC DR	Cad Documentation Only
01/24/2020	2001240014	VEHI	01:39:04	201 MAIN ST	Warned
01/24/2020	2001240024	PC	03:43:26	300 TRINITY ST	Cad Documentation Only
01/25/2020	2001250104	XFER	21:01:50	BIG LAGOON PARK RD/STATE	Xfer to CHP
01/25/2020	2001250105	XFER	21:03:22	BIG LAGOON PARK RD/STATE	Xfer to CHP
01/25/2020	2001250107	XFER	21:12:02	BIG LAGOON PARK RD/STATE	Xfer to CHP
01/25/2020	2001250115	CIVIL	21:54:06	221 ROUNDHOUSE CREEK RD	Admonished
01/25/2020	2001250122	XFER	22:43:03	510 BIG LAGOON PARK RD	Xfer to another agency
01/26/2020	2001260019	BOLO	02:37:35	27 SCENIC DR	Cad Documentation Only
01/26/2020	2001260057	XFER	11:51:09	85 SHADOW LN	Xfer to CHP
01/26/2020	2001260059	XFER	11:52:18	(UNKNOWN ADDRESS)	Xfer to CHP
01/26/2020	2001260061	XFER	12:01:21	STATE HWY 101	Xfer to CHP
01/26/2020	2001260082	ANIMAL	14:26:30	290 STUMPTOWN RD	Pending Recontact From Rp
01/26/2020	2001260157	VEHI	23:01:25	201 MAIN ST	Field Interview



CONSENT AGENDA ITEM 4

SUPPORTING DOCUMENTATION FOLLOWS WITH: 37* PAGES

4. Review/Accept Fiscal Year 2018-2019 Audited Financial Statements.

**Councilmembers will be provided a bound copy of the audit. An electronic copy can be accessed online in the Document Library of the City's website: www.trinidad.ca.gov*

CITY OF TRINIDAD

California

**Annual Financial Report
June 30, 2019**

City Council

**Steve Ladwig
Jack West
Dwight Miller
Tom Davies
David Grover**

**Mayor
Mayor Pro-Tem
Member
Member
Member**

Appointed Officials

***City Manager*
Eli Naffah**

***City Clerk*
Gabriel Adams**

RECEIVED

JAN 28 '20

CITY OF TRINIDAD

CITY OF TRINIDAD

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MARCELLO & COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

Post Office Box 60127 / Sacramento, California 95860-0127

INDEPENDENT AUDITOR'S REPORT

Honorable Mayor
Members of the City Council
City of Trinidad, California

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Trinidad, California, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based upon our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Trinidad, as of June 30, 2019, and the respective changes in financial position and where applicable, cash flows thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Honorable Mayor
Members of the City Council
City of Trinidad, California

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, and budgetary comparison information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historic context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted *management's discussion and analysis* that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the City of Trinidad's basic financial statements. The combining nonmajor fund financial statements are presented for purposes of additional analysis and are not a required part of the financial statements.

The combining funds financial statements on pages 29-34 are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Marcello & Company

Certified Public Accountants
Sacramento, California
November 14, 2019

GOVERNMENT-WIDE FINANCIAL STATEMENTS

CITY OF TRINIDAD
Government-wide Financial Statements
Statement of Net Position
June 30, 2019

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
ASSETS			
Cash and investments	\$ 1,488,041	\$ 1,159,273	\$ 2,647,314
Receivables	380,139	43,113	423,252
Prepaid expenses	39,240	816	40,056
Total current assets	1,907,420	1,203,202	3,110,622
Capital assets not being depreciated	43,778	25,089	68,867
Capital assets, net of depreciation	2,813,056	1,403,997	4,217,053
Total noncurrent assets	2,856,834	1,429,086	4,285,920
Total assets	4,764,254	2,632,288	7,396,542
LIABILITIES			
Payables	178,883	8,359	187,242
Accrued expenses	51,133	15,403	66,536
Customer deposits	-	2,980	2,980
Total liabilities	230,016	26,742	256,758
NET POSITION			
Net investment in capital assets	2,856,834	1,429,086	4,285,920
Restricted	157,316	-	157,316
Unrestricted	1,520,088	1,176,460	2,696,548
Total net position	\$ 4,534,238	\$ 2,605,546	\$ 7,139,784

The accompanying notes to financial statements are an integral part of this financial statement

CITY OF TRINIDAD
Government-wide Financial Statements
Statement of Activities
Year Ended June 30, 2019

Functions/Programs	Program Revenue				Change in Net Position		
	Expenditures	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-type Activities	Total
Governmental Activities							
General government	\$ 364,779	\$ -	\$ -	\$ -	\$ (364,779)		\$ (364,779)
Public safety	264,817	-	223,747	-	(41,070)		(41,070)
Public works/streets	159,956	51,418	55,713	-	(52,825)		(52,825)
Capital improvement projects	1,120,872	-	-	994,906	(125,966)		(125,966)
Depreciation	77,622	-	-	-	(77,622)		(77,622)
Total governmental activities	1,988,046	51,418	279,460	994,906	(662,262)		(662,262)
Business-type Activities							
Water utility	389,498	334,713	-	-		\$ (54,785)	(54,785)
Cemetery	21,373	16,317	-	-		(5,056)	(5,056)
Total business-type activities	410,871	351,030	-	-		(59,841)	(59,841)
Total primary government	\$ 2,398,917	\$ 402,448	\$ 279,460	\$ 994,906			(722,103)
General Revenue							
			Sales tax		295,403	-	295,403
			Property taxes		108,414	-	108,414
			Transient occupancy		140,583	-	140,583
			Use of property		74,720	-	74,720
			Investment earnings		25,305	13,969	39,274
			Other revenue		12,632	941	13,573
			Totals		657,057	14,910	671,967
Change in Net Position							
			Net Position - beginning		(5,205)	(44,931)	(50,136)
			Prior period depreciation adjustment		4,605,216	2,650,477	7,255,693
			Net Position - beginning as restated		(65,773)	-	(65,773)
			Net Position - end of year		4,539,443	2,650,477	7,189,920
					\$ 4,534,238	\$ 2,605,546	\$ 7,139,784

The accompanying notes to financial statements are an integral part of this financial statement

FUND FINANCIAL STATEMENTS

CITY OF TRINIDAD
Balance Sheet
Governmental Funds
June 30, 2019

	General Fund	Clean Beaches Grant	OPC Citywide LID	USDA Stormwater Grant	Other Governmental Funds	Total Governmental Funds
ASSETS						
Cash and investments	\$ 2,049,839	\$ -	\$ -	\$ -	\$ 78,830	\$ 2,128,669
Receivables	165,051	31,823	97,216	1,031	85,018	380,139
Prepaid expenses	39,240	-	-	-	-	39,240
Total assets	<u>\$ 2,254,130</u>	<u>\$ 31,823</u>	<u>\$ 97,216</u>	<u>\$ 1,031</u>	<u>\$ 163,848</u>	<u>\$ 2,548,048</u>
LIABILITIES						
Payables	\$ 51,240	\$ 22,404	\$ 4,605	\$ 82,841	\$ 17,793	\$ 178,883
Cash overdrafts	412,681	9,228	90,834	34,479	93,406	640,628
Accrued expenses	49,290	-	-	-	1,843	51,133
Total liabilities	<u>513,211</u>	<u>31,632</u>	<u>95,439</u>	<u>117,320</u>	<u>113,042</u>	<u>870,644</u>
FUND BALANCES						
Nonspendable	-	-	-	-	-	-
Restricted	75,317	191	1,777	-	80,031	157,316
Committed	1,219,356	-	-	-	-	1,219,356
Assigned	-	-	-	-	-	-
Unassigned	446,246	-	-	(116,289)	(29,225)	300,732
Total fund balances	<u>1,740,919</u>	<u>191</u>	<u>1,777</u>	<u>(116,289)</u>	<u>50,806</u>	<u>1,677,404</u>
Total liabilities and fund balances	<u>\$ 2,254,130</u>	<u>\$ 31,823</u>	<u>\$ 97,216</u>	<u>\$ 1,031</u>	<u>\$ 163,848</u>	<u>\$ 2,548,048</u>

The accompanying notes to financial statements are an integral part of this financial statement

CITY OF TRINIDAD
Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position
June 30, 2019

Total Fund Balances - Governmental Funds (page 6)

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the balance sheet of governmental activities:

Capital assets not being depreciated

Capital assets, net of depreciation

Net Position - Governmental Activities (page 4)

The accompanying notes to financial statements are an integral part of this financial statement

CITY OF TRINIDAD
Statement of Revenue, Expenditures, and Change in Fund Balances
Governmental Funds
Year Ended June 30, 2019

	General Fund	Clean Beaches Grant	OPC Citywide LID	USDA Stormwater Grant	Other Governmental Funds	Total Governmental Funds
REVENUE						
Property tax	\$ 108,414	\$ -	\$ -	\$ -	\$ -	\$ 108,414
Sales tax	295,403	-	-	-	-	295,403
Transient occupancy tax	140,583	-	-	-	-	140,583
Vehicle license fee	32,426	-	-	-	-	32,426
Licenses, planning and permits	49,668	-	-	-	1,750	51,418
Intergovernmental	75,000	243,180	649,816	-	273,944	1,241,940
Rent and franchise fees	64,185	-	-	-	10,535	74,720
Investment earnings	24,439	-	-	-	866	25,305
Other revenue	12,632	-	-	-	-	12,632
Totals	802,750	243,180	649,816	-	287,095	1,982,841
EXPENDITURES						
General government	341,660	-	-	-	23,119	364,779
Public safety	116,070	-	-	-	148,747	264,817
Public works/streets	158,766	-	-	-	1,190	159,956
Capital improvement projects	-	243,180	648,032	116,289	113,371	1,120,872
Totals	616,496	243,180	648,032	116,289	286,427	1,910,424
Change in Fund Balances						
Fund Balances - beginning	186,254	-	1,784	(116,289)	668	72,417
	1,554,665	191	(7)	-	50,138	1,604,987
Fund Balances - end of year	\$ 1,740,919	\$ 191	\$ 1,777	\$ (116,289)	\$ 50,806	\$ 1,677,404

The accompanying notes to financial statements are an integral part of this financial statement

CITY OF TRINIDAD
Reconciliation of the Statement of Revenue, Expenditures, and Change in Fund Balances
of Governmental Funds to the Statement of Activities
Year Ended June 30, 2019

Change in Fund Balances - Governmental Funds (page 8)	\$ 72,417
Amounts reported for governmental activities in the statement of activities are different because:	
Capital Assets	
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of these assets is allocated over their estimated useful lives and reported as depreciation expense.	
Depreciation expense	<u>(77,622)</u>
Change in Net Position - Governmental Activities (page 5)	\$ <u>(5,205)</u>

The accompanying notes to financial statements are an integral part of this financial statement

CITY OF TRINIDAD
Proprietary Funds
Statement of Net Position
June 30, 2019

	Business-type Activities		
	Water Fund	Cemetery Fund	Total Enterprise Funds
ASSETS			
Current Assets:			
Cash and investments	\$ 1,071,375	\$ 87,898	\$ 1,159,273
Receivables	43,113	-	43,113
Prepaid expense	816	-	816
Total current assets	1,115,304	87,898	1,203,202
Noncurrent Assets:			
Capital assets not being depreciated	25,089	-	25,089
Capital assets, net of depreciation	1,400,722	3,275	1,403,997
Total noncurrent assets	1,425,811	3,275	1,429,086
Total assets	\$ 2,541,115	\$ 91,173	\$ 2,632,288
LIABILITIES			
Current Liabilities:			
Payables	\$ 7,929	\$ 430	\$ 8,359
Accrued expenses	13,449	1,954	15,403
Customer deposits	2,980	-	2,980
Total liabilities	24,358	2,384	26,742
NET POSITION			
Net investment in capital assets	1,425,811	3,275	1,429,086
Restricted	-	-	-
Unrestricted	1,090,946	85,514	1,176,460
Total net position	2,516,757	88,789	2,605,546
Total liabilities and net position	\$ 2,541,115	\$ 91,173	\$ 2,632,288

The accompanying notes to financial statements are an integral part of this financial statement

CITY OF TRINIDAD
Proprietary Funds
Statement of Revenue, Expenses, and Change in Net Position
Year Ended June 30, 2019

	Business-type Activities		
	Water Fund	Cemetery Fund	Total Enterprise Funds
OPERATING REVENUE			
Water sales	\$ 331,708	\$ -	\$ 331,708
Burial plot sales	-	16,317	16,317
Late charges	3,005	-	3,005
Totals	<u>334,713</u>	<u>16,317</u>	<u>351,030</u>
OPERATING EXPENSES			
Personnel costs	160,985	19,140	180,125
Operations and maintenance	170,833	2,005	172,838
Depreciation	57,680	228	57,908
Totals	<u>389,498</u>	<u>21,373</u>	<u>410,871</u>
	<u>(54,785)</u>	<u>(5,056)</u>	<u>(59,841)</u>
OPERATING INCOME (LOSS)			
NONOPERATING REVENUE (EXPENSES)			
Investment earnings	12,873	1,096	13,969
Other revenue (expense)	941	-	941
Totals	<u>13,814</u>	<u>1,096</u>	<u>14,910</u>
	<u>(40,971)</u>	<u>(3,960)</u>	<u>(44,931)</u>
Income (Loss) Before Transfers	-	-	-
Transfers in	-	-	-
Transfers (out)	-	-	-
CHANGE IN NET POSITION			
	<u>(40,971)</u>	<u>(3,960)</u>	<u>(44,931)</u>
Net Position - beginning	2,557,728	92,749	2,650,477
Net Position - end of year	<u>\$ 2,516,757</u>	<u>\$ 88,789</u>	<u>\$ 2,605,546</u>

The accompanying notes to financial statements are an integral part of this financial statement

CITY OF TRINIDAD
Proprietary Funds
Statement of Cash Flows
Year Ended June 30, 2019

CASH FLOWS PROVIDED BY (USED FOR)

Operating Activities

Cash received from customers
Cash paid for personal services
Cash paid for operations and maintenance
Net cash provided (used)

Noncapital Financing Activities

Other revenue
Transfers in (out)
Net cash provided (used)

Investing Activities

Investment earnings

Net Increase (Decrease) in Cash

Cash - beginning
Cash - end of year

Operating Activities Analysis

Operating Income (Loss) (page 11)

Reconciliation adjustments:

Add depreciation, a noncash expense
(Increase) decrease in receivables
(Increase) decrease in prepaid expenses
Increase (decrease) in payables
Net cash provided (used)

Business-type Activities			
	Water Fund	Cemetery Fund	Total Enterprise Funds
	\$ 333,953	\$ 16,317	\$ 350,270
	(160,985)	(19,140)	(180,125)
	(159,357)	(1,644)	(161,001)
	13,611	(4,467)	9,144
	941	-	941
	-	-	-
	941	-	941
	12,873	1,096	13,969
	27,425	(3,371)	24,054
	1,043,950	91,269	1,135,219
	\$ 1,071,375	\$ 87,898	\$ 1,159,273
	\$ (54,785)	\$ (5,056)	\$ (59,841)
	57,680	228	57,908
	(760)	-	(760)
	(816)	-	(816)
	12,292	361	12,653
	\$ 13,611	\$ (4,467)	\$ 9,144

The accompanying notes to financial statements are an integral part of this financial statement

CITY OF TRINIDAD
Notes to Financial Statements
June 30, 2019

The notes to the financial statements include a summary of significant accounting policies and other notes considered essential to fully disclose and fairly present the transactions and financial position of the City as follows:

- Note 1 - Significant Accounting Policies
- Note 2 - New Pronouncements
- Note 3 - Stewardship, Compliance, and Accountability
- Note 4 - Subsequent Events
- Note 5 - Cash and Investments
- Note 6 - Receivables
- Note 7 - Defined Contribution Retirement Plan
- Note 8 - Payables
- Note 9 - Capital Assets
- Note 10 - Risk Management
- Note 11 - Commitments and Contingencies
- Note 12 - Fund Balance Designations Section of the Balance Sheet

CITY OF TRINIDAD
Notes to Financial Statements
June 30, 2019

Note 1 - Significant Accounting Policies

Defining the Reporting Entity

The City of Trinidad was incorporated on November 7, 1870 under the laws of the State of California. The City operates under a Council-Manager form of government that provides the following services: public safety (police, fire and animal control), recreation and culture, public improvements, planning and zoning, general and administrative services, cemetery and water utilities.

The City participates in a joint powers agency through a formally organized and separate entity agreement. The financial activities of the Public Agency Risk Sharing Authority of California (PARSAC), a public entity risk pool, are not included in the accompanying financial statements because they are administered by a governing board which is separate from and independent of the City.

Basis of Presentation

The accounting policies of the City conform to accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board and the American Institute of Certified Public Accountants as applicable to governments. The following is a summary of the more significant policies.

Government-wide Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenue, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct and indirect expenses of a given function or segment are offset by program revenue. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenue includes (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment, and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not included among program revenue are reported instead as general revenue. Expenses reported for functional activities include allocated indirect expenses.

Separate financial statements are provided for governmental funds, proprietary funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

Fund Financial Statements

The accounting system of the City is organized and operated on the basis of separate funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts that constitute its assets, liabilities, fund equity, revenue, and expenditures/expenses. Funds are organized into three major categories: governmental, proprietary, and fiduciary. An emphasis is placed on major funds within the governmental and proprietary categories. A fund is considered major if it is the primary operation fund of the City, or the government has determined that a fund is important to the financial statement user, or it meets the following criteria:

- Total assets, liabilities, revenue, or expenditures/expenses of that individual governmental fund or enterprise fund are at least 10% of the corresponding total for all funds of that category or type.
- Total assets, liabilities, revenue, or expenditures/expenses of the individual governmental fund or enterprise fund are at least 5% of the corresponding total for all governmental and enterprise funds combined.

The funds of the financial reporting entity are described below:

CITY OF TRINIDAD
Notes to Financial Statements
June 30, 2019

Governmental Fund Types

Governmental funds are those through which most general government functions typically are financed. The City maintains the following fund types:

- General Fund - this fund accounts for all unrestricted resources except those required to be accounted for in another fund.
- Special Revenue Funds - these funds are used to account for the proceeds of specific revenue resources (other than major capital projects) that are legally restricted to expenditures for specified purposes.
- Capital Projects Funds - these funds are used to account for financial resources to be used for the acquisition, improvements or construction of streets, infrastructure and major capital projects.
- Enterprise Funds - these funds are established to account for operations that are financed and operated in a manner similar to private business enterprises - where the intent of the City is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The *Water Utilities Fund* and the *Cemetery Fund* are reported as enterprise funds.

Major Funds

The following are the City's major funds this year:

- *General Fund* - this fund is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.
- *Clean Beaches Grant* - this fund is used to account for proceeds received from a State grant. Revenue is restricted for monitoring and management expenditures of biological significant areas.
- *Ocean Protection Council (OPC) Citywide Low Impact Development (LID) Grant* - this planning and construction project is being funded by State Proposition 1 funds. Revenue is restricted for the design and construction of alternative street and storm water drainage flows.
- *USDA Stormwater Grant* - this fund is used to account for a federal grant that will be used to pay for the Project Engineering Report which is an integral part of the Storm Water Management Improvement Project, Phase 2 (ASBS Storm Water Project).

Measurement Focus

Measurement focus is a term used to describe "which" transactions are recorded within the various financial statements. Basis of accounting refers to "when" transactions are recorded regardless of the measurement focus applied. The government-wide statement of net position and the statement of activities, and both governmental and business-type activities are presented using the economic resources measurement focus. The accounting objectives of the economic measurement focus are the determination of operating income, changes in net position (or cost recovery), financial position, and cash flows. All assets and liabilities (whether current or noncurrent) associated with their activities are reported.

In the fund financial statements, the "current financial resources" measurement focus or the "economic resources" measurement focus is used, as appropriate. All governmental funds utilize a "current financial resources" measurement focus. Only current financial assets and liabilities are generally included on their balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.

The proprietary fund utilizes an "economic resources" measurement focus. Proprietary fund equity is classified as net position.

Agency funds are not involved in the measurement of results of operations; therefore, measurement focus is not applicable to them.

CITY OF TRINIDAD
Notes to Financial Statements
June 30, 2019

Basis of Accounting

In the government-wide statement of net position, and in the statement of activities, both governmental and business-like activities are presented using the "accrual basis of accounting." Under the accrual basis of accounting, revenue is recognized when earned, and expenses are recorded when the liability is incurred and the amount of obligation is ascertainable. Revenue, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

In the fund financial statements, governmental funds are presented on the "modified accrual basis of accounting." Under this modified accrual basis of accounting, revenue is recognized when "measurable and available." Measurable means knowing or being able to reasonably estimate the amount. Available means collectible within the current period or soon enough thereafter to pay current liabilities. Revenue which is susceptible to accrual includes property taxes and special assessments that are levied for and due for the fiscal year and collected within 60 days after year-end. Licenses, permits, fines, penalties, charges for services, and miscellaneous revenue are recorded as governmental fund type revenue when received in cash because they are not generally measurable until actually received. Revenue from taxpayer assessed taxes, such as sales taxes, are recognized in the accounting period in which they became both measurable and available to finance expenditures of the fiscal period. Grant revenue, which is normally reimbursements of expenses under contractual agreements, is recorded as a receivable when earned rather than when susceptible to accrual. Generally, this occurs when authorized expenditures are made under the grant program or contractual agreement. Expenditures are recognized when the fund liability is incurred, if measurable, except for unmatured interest on long-term debt in the governmental funds, which is recognized when due.

Proprietary funds use the "accrual basis of accounting" which records the financial effect on an enterprise of transactions and other events and circumstances that have cash consequences for an enterprise in the periods in which those transactions, events and circumstances occur rather than only when cash is received or paid by the enterprise.

Budgetary Data

General Budget Policies: the City maintains budgetary controls of which the objective is to ensure compliance with legal provisions embodied in the annual budget approval by the City Council. Budgetary control for operations is maintained at the department level by individual funds. Budgetary control for capital improvement projects (i.e., project-length financial plans) is maintained at the individual project level by fund. The City's budgeted expenditure authority lapses at the end of each fiscal year. However, outstanding purchase order commitments or capital improvement projects may be re-appropriated for the subsequent fiscal year upon City Council approval.

Budget Basis of Accounting: budgets for governmental funds are adopted on a basis consistent with accounting principles generally accepted in the United States of America as prescribed by the GASB and the AICPA. The Budgetary Comparison Schedule of the general fund presents comparisons of legally adopted budget amounts (both the original budget and final budget), and actual amounts, on the budgetary basis. The budgeting basis is substantially equivalent to the City's accounting basis; thus no reconciliation between the two is considered necessary.

Other Accounting Policies

Cash and Investments

The City follows the requirements of GASB in reporting cash and investments at fair value and disclosing risks related to credit risk, concentration of credit risk, interest rate risk and foreign currency risk, as applicable.

Cash and Cash Equivalents

For purposes of the statement of cash flows, the City considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents.

CITY OF TRINIDAD
Notes to Financial Statements
June 30, 2019

Capital Assets

Capital assets used in governmental fund type operations are accounted for on the statement of net position. Public domain general capital assets (infrastructure) consisting of certain improvements other than buildings, such as roads, sidewalks and bridges are capitalized prospectively starting July 1, 2003. City policy has set the capitalization threshold for reporting capital assets at \$5,000. Capital outlay is recorded as expenditures of the general and special revenue funds, and, as capital assets in the government-wide financial statements to the extent the City's capitalization threshold is met. Donated assets are recorded at estimated fair value at the date of donation.

Property, plant and equipment acquired for proprietary funds are capitalized in the respective fund to which it applies and are stated at their cost. Where cost could not be determined from the available records, estimated historical cost was used to record the estimated value of the assets.

Depreciation is recorded on a straight-line basis over the estimated useful lives of the capital assets which range from 3 to 20 years for equipment and vehicles, and 20 to 50 years for infrastructure, buildings and improvements. Land, art and treasures are not considered exhaustible, therefore are not being depreciated.

Use of Estimates

The preparation of financial statements requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Compensated Absences

The City has established a liability for accrued vacation, except that additional accruals for salary-related expenses associated with the costs of compensated absences, for example, the employer's share of social security and Medicare taxes, have not been accrued as that amount is not considered significant or material to the financial statements taken as a whole. All vacation pay is accrued when incurred in the government-wide and proprietary funds financial statements. This liability is established for current employees at their current rates of pay. If accrued vacation is not used by the employee during their term of employment, compensation is payable to the employee at the time of separation, and at the employee's prevailing rate of pay. Each fiscal year, an adjustment to the liability is made based on pay rate changes and adjustments for the estimated current portion due within one year. Due to the immaterial amount of year end accrued compensated absences, the City has elected to report compensated absences as accrued expenses in all applicable funds.

Interfund Activity

Interfund activity is reported as loans, reimbursements or transfers. Loans are reported as interfund receivables and payables as appropriate and are subject to elimination upon consolidation. Reimbursements are when one fund incurs a cost and then charges the appropriate benefiting fund and reduces its related cost as a reimbursement. All other interfund transactions are treated as transfers. Transfers between governmental and proprietary funds are netted as part of the reconciliation to the government-wide financial statements.

Property Tax Revenue

Property taxes in the State of California are administered for all local agencies at the County level and consist of secured, unsecured and utility tax rolls. The following is a summary of major policies and practices relating to property taxes:

- *Property Valuations* - are established by the Assessor of Humboldt County for the secured and unsecured property tax rolls; the utility property tax roll is valued by the California State Board of Equalization. Under the provisions of Article XIII A of the State Constitution (Proposition 13, adopted by the voters on June 6, 1978), properties are assessed at 100% of full value. From this base of assessment, subsequent annual increases in valuation are limited to a maximum of 2%. However, increase to full value is allowed for property improvements or upon change in ownership. Personal property is excluded from these limitations and is subject to annual reappraisal.
- *Tax Levies* - are limited to 1% of full assessed value which results in a tax rate of \$1.00 per \$100 assessed valuation under the provisions of Proposition 13. Tax rates for voter-approved indebtedness are excluded from this limitation.

CITY OF TRINIDAD
Notes to Financial Statements
June 30, 2019

- *Tax Levy Dates* - are attached annually on January 1, preceding the fiscal year for which the taxes are levied. The fiscal year begins July 1 and ends June 30 of the following year. Taxes are levied on both real and unsecured personal property. Liens against real estate, as well as the tax on personal property, are not relieved by subsequent renewal or change in ownership.
- *Tax Collections* - are the responsibility of the County's tax collector. Taxes and assessments on secured and utility rolls, which constitute a lien against the property, may be paid in two installments: The first is due on November 1 of the fiscal year and is delinquent if not paid by December 10; and the second is due on March 1 of the fiscal year and is delinquent if not paid by April 10. Unsecured personal property taxes do not constitute a lien against property unless the taxes become delinquent. Payment must be made in one installment, which is delinquent if not paid by August 31 of the fiscal year. Significant penalties are imposed by the County for late payments. The City has elected to receive the City's portion of the property tax revenue from the County under the State enacted "Teeter Bill" program. Under this program, the City receives 100% of the City's share of the levied property taxes in periodic payments, with the County assuming responsibility for collecting the delinquencies as well as keeping the related late penalties and interest.
- *Tax Levy Apportionments* - due to the nature of the City-wide maximum levy, it is not possible to identify general-purpose tax rates for specific entities. Under State legislation adopted subsequent to the passage of Proposition 13, apportionments to local agencies are made by each County auditor-controller based primarily on the ratio that each agency represented of the total City-wide levy for the three fiscal years prior to fiscal year 1979.
- *Property Tax Administration Fees* - the State of California fiscal year 1990-91 Budget Act authorized Counties to collect an administrative fee for its collection and distribution of property tax revenue.

Revenue and Expenditures

Substantially all governmental fund revenue is accrued. Property taxes are billed and collected within the same period in which the taxes are levied. Subsidies and grants to proprietary funds, which finance either capital or current operations, are reported as non-operating revenue. In recording grant revenue, the provider recognizes liabilities and expenses and the recipient recognizes receivables and revenue when the applicable eligibility requirements, including time requirements, are met. Grant resources transmitted before eligibility requirements are met, are reported as advances by the provider and deferred revenue by the recipient.

Operating income in proprietary fund financial statements includes revenue and expenses related to the primary continuing operations of the fund. Principal operating revenue for proprietary funds are charges to customers for sales or services. Principal operating expenses are the costs of providing goods or services and include administrative expenses and depreciation of capital assets. Other revenue and expenses are classified as non-operating in the financial statements. When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, and then unrestricted resources as needed. Expenditures are recognized when the related fund liability is incurred.

Net Position and Fund Balances

The City's Net Position is classified as follows on the government-wide statement of net position:

- *Net Investment in Capital Assets* - represents the City's total investment in capital assets reduced by any outstanding debt used to acquire these assets.
- *Restricted Net Position* - includes resources that the City is legally or contractually obligated to spend in accordance with restrictions imposed by external third parties.
- *Unrestricted Net Position* - represents resources derived from sources without spending restrictions, are used for transactions relating the general operations of the City, and may be used at the discretion of those charged with governance to meet current expenses or obligations for any purpose.

CITY OF TRINIDAD
Notes to Financial Statements
June 30, 2019

Fund Balance designations are classified on the governmental funds balance sheet as follows:

- Nonspendable - amounts that cannot be spent because they are either (a) legally or contractually required to be maintained intact or (b) not in spendable form such as long-term notes receivable.
- Restricted - amounts that can be spent only for the *specific purposes* stipulated by constitution, external resource providers, or through enabling legislation.
- Committed - amounts that can be used only for the *specific purposes* determined by a formal action of the City Council, to establish, modify or rescind a fund balance commitment.
- Assigned - amounts that are constrained by the government's *intent* to be used for specific purposes but do not meet the criteria to be classified as restricted or committed, as determined by a formal action or policy of the City Council or its appointed official.
- Unassigned - the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications.

Note 2 - New Pronouncements

The Governmental Accounting Standards Board (GASB) has released the following new pronouncements, which can be read in their entirety at <http://www.gasb.org>

GASB Statement No. 84, Fiduciary Activities

Effective Date: The requirements of this Statement are effective for reporting periods beginning after December 15, 2018. Earlier application is encouraged. (Issued 01/17)

The objective of this Statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. This Statement establishes criteria for identifying fiduciary activities of all state and local governments. The focus of the criteria generally is on (1) whether a government is controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. Separate criteria are included to identify fiduciary component units and postemployment benefit arrangements that are fiduciary activities. An activity meeting the criteria should be reported in a fiduciary fund in the basic financial statements. Governments with activities meeting the criteria should present a statement of fiduciary net position and a statement of changes in fiduciary net position. An exception to that requirement is provided for a business-type activity that normally expects to hold custodial assets for three months or less. This Statement describes four fiduciary funds that should be reported, if applicable: (1) pension (and other employee benefit) trust funds, (2) investment trust funds, (3) private-purpose trust funds, and (4) custodial funds. Custodial funds generally should report fiduciary activities that are not held in a trust or equivalent arrangement that meets specific criteria.

GASB Statement No. 87, Leases

Effective Date: For reporting periods beginning after December 15, 2019. (Issued 06/17)

The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities.

CITY OF TRINIDAD
Notes to Financial Statements
June 30, 2019

Note 3 - Stewardship, Compliance, and Accountability

Revenue Limitations Imposed by California Proposition 218

Proposition 218, which was approved by the voters in November 1996, regulates the City's ability to impose, increase, and extend taxes, assessments, and fees. Any new, increased, or extended taxes, assessments, and fees subject to the provisions of Proposition 218, require voter approval before they can be implemented. Additionally, Proposition 218 provides that these taxes, assessments, and fees are subject to the voter initiative process and may be rescinded in the future years by the voters.

Deficit Fund Balances

Due to the City incurring costs in advance of receiving grant awards and other reimbursements, and revenue which it expects to recover in the future from grants and other sources, the following funds incurred deficits in their ending fund balances:

Local Coastal Project 1	\$ 891
Local Coastal Project 2	32
Integrated Waste Management	3,988
Onsite wastewater treatment	12,710
Prop 84 Stormwater grant	8,362
DOT Van Wycke Trail	3,242
USDA Stormwater grant	116,289
Police fund	95,996
Fire Dept fund	89,747
Public works fund	239,122
	<u>\$ 570,379</u>

Cash Deficit Balances by Fund

The following governmental activity funds reported year-end cash deficit balances:

STIP Pedestrian Improvements	\$ 2,398
Integrated Waste Management	3,975
Clean Beaches Grant	9,228
OPC Citywide LID	90,834
Local Coastal Project #1	891
Local Coastal Project #2	13,051
Prop 84 Stormwater Grant	51,802
DOT Van Wycke Trail	8,771
USDA Stormwater grant	34,479
Onsite wastewater treatment system	12,518
Police fund	95,617
Fire Dept fund	89,621
Public Works fund	227,443
	<u>\$ 640,628</u>

Note 4 - Subsequent Events

The management of the City has reviewed the results of operations for the period from its fiscal year end June 30, 2019 through December 6, 2019, the date the financial statements were available to be issued in draft form, and have determined that no adjustments are necessary to the amounts reported in the accompanying financial statements nor have any subsequent events occurred, the nature of which would require disclosure.

CITY OF TRINIDAD
Notes to Financial Statements
June 30, 2019

Note 5 - Cash and Investments

The City follows the practice of pooling cash and investments of all funds except for restricted funds required to be held by outside custodians, fiscal agents or trustees, under the provisions of bond covenants. Cash and investments at fiscal year-end are classified in the accompanying financial statements as follows:

Statement of Net Position	
Governmental Activities	\$ 1,488,041
Business-type Activities	1,159,273
	<u>\$ 2,647,314</u>
Cash and Investments consist of the following:	
Deposits with financial institutions	\$ 2,124,929
Local Agency Investment Fund	522,385
	<u>\$ 2,647,314</u>

Collateral and Categorization Requirements

At fiscal year end, the City's carrying amount of demand deposits was \$2,125,005 and the local bank account balances were \$2,147,434. The difference of \$22,429 represented outstanding checks and deposits in transit. Of the total bank deposit balance, \$250,000 was insured by Federal Depository Insurance Corporation (FDIC) and \$1,897,434 was collateralized in accordance with California Government Code Section 53600. California law requires that the fair value of the pledged securities must equal at least 110% of the City's deposits. California law also allows financial institutions to secure the City's deposits by pledging first trust deed mortgage notes having a value of 150% of the City's total deposits.

Investments in money market funds and the Local Agency Investment Fund (LAIF) are not insured by the FDIC or any government agencies. Investments in government or government sponsored entity (GSE) bonds are not insured but are collateralized by loans on real estate.

Investment Policy

The table below identifies the investment types that are authorized under provisions of the City's investment policy which is in accordance with Section 53601 of the California Government Code. The table also identifies certain provisions of the investment policy that address interest rate risk, credit risk, and concentration of credit risk.

Authorized Investment Type	Maximum Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer	Minimum Rating
Certificates of Deposit	3 years	20%	None	None
U.S. Treasury Securities	None	None	None	None
Local Agency Investment Fund	None	None	None	N/A
State and Local Agency Obligations	None	20%	None	AAA

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates.

CITY OF TRINIDAD
Notes to Financial Statements
June 30, 2019

Concentration of Credit Risk

The investment policy of the City contains limitations on the amount that can be invested in any single issuer as described above, and beyond that stipulated by the California government code. Investments at fiscal year-end were as follows:

<u>Investment Type</u>	<u>Fair Value</u>	<u>Maturity</u>	<u>Yield</u>	<u>Concentration</u>
Local Agency Investment Fund	\$ 522,385	6 months	2.4%	20%
Demand Deposits (checking)	2,125,005	on demand	0.1%	80%

Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The City's investment policy limits credit risk by requiring compliance with the California Government Code for investment of public funds.

The credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The California government code and the City's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits: "The California government code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure City deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits."

The credit risk for *investments* is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California government code and the City's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for investments. With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government's indirect investment in securities through the use of mutual funds or government investment pools (such as LAIF).

Participation in an External Investment Pool

The City is a voluntary participant in the Local Agency Investment Fund (LAIF). LAIF, established in 1977, is regulated by California Government Code Section 16429 and under the day to day administration of the California State Treasurer. There is a five member Local Investment Advisory Board that is chaired by the State Treasurer. LAIF determines fair value of its investment portfolio based on market quotations for those securities where market quotations are readily available, and on amortized cost or best estimate for those securities where market value is not readily available. LAIF is part of the Pooled Money Investment Account (PMIA) and under the control of the State Treasurer's Office, which is audited by the Bureau of State Audits. As of June 30, 2019, PMIA had approximately \$106 billion in investments. Audited financial statements of PMIA may be obtained from the California State Treasurer's web site at www.treasurer.ca.gov.

The fair value of the City's investment in this pool is reported in the accompanying financial statements at amounts based upon the City's pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis.

CITY OF TRINIDAD
Notes to Financial Statements
June 30, 2019

Note 6 - Receivables

Accounts and other receivables as reported in the Statement of Net Position are comprised of the following:

<u>Governmental Activities</u>	
Property taxes	\$ 23,219
Sales tax	66,711
Intergovernmental/grant reimbursements	215,088
Transient occupancy taxes	49,314
COPS grant	18,750
Other receivables	7,057
	<u>\$ 380,139</u>
<u>Business-type Activities</u>	
Water utility customers	43,113
	<u>\$ 43,113</u>

Management has elected to record bad debts using the direct write-off method. Accounting principles generally accepted in the United States of America require that the allowance method be used to reflect bad debts. However, the effect of the use of the direct write-off method is not materially different from the results that would have been obtained had the allowance method been followed.

Note 7 - Defined Contribution Retirement Plan

The City contributes to an employee owned defined contribution plan administered through Smith Barney/Hartford ITT under established plan provisions, and which may be amended by City council resolution. The City contributes 6% of an employee's annual salary to the plan which provides retirement benefits. The City also provides matching contributions up to 6% of an employee's contributions for all eligible employees. Plan participants age 50 and older can make catch-up annual contributions up to \$5,000; and in the three years prior to retirement, can make catch-up contributions of up to twice the annual limit. All employee and employer contributions are tax deferred to the employee. The City contributed \$36,510 to the plan for the year.

Note 8 - Payables

Accounts payable and accruals, as reported in the Statement of Net Position are comprised of the following:

	Governmental Activities	Business-type Activities
Legal and accounting	\$ 973	\$ 524
Engineering/consultants	142,659	5,996
Vendors and supplies	35,251	1,839
	<u>\$ 178,883</u>	<u>\$ 8,359</u>

CITY OF TRINIDAD
Notes to Financial Statements
June 30, 2019

Note 9 - Capital Assets

Governmental-type capital asset activity for the year was follows:

	Beginning Balance	Additions/ Completions	Retirements/ Adjustments	Ending Balance
<u>Nondepreciable Assets</u>				
Land	\$ 43,778	\$ -	\$ -	\$ 43,778
Construction-in-progress	-	-	-	-
	<u>43,778</u>	<u>-</u>	<u>-</u>	<u>43,778</u>
<u>Depreciable Assets</u>				
Buildings, Improvements, and Streets	3,259,858	-	-	3,259,858
Equipment	83,737	-	-	83,737
Vehicles	<u>75,275</u>	<u>-</u>	<u>-</u>	<u>75,275</u>
	<u>3,418,870</u>	<u>-</u>	<u>-</u>	<u>3,418,870</u>
<u>Accumulated Depreciation</u>	<u>(528,192)</u>	<u>(77,622)</u>	<u>-</u>	<u>(605,814)</u>
Depreciable assets, net	<u>2,890,678</u>	<u>(77,622)</u>	<u>-</u>	<u>2,813,056</u>
Total capital assets, net	<u>\$ 2,934,456</u>	<u>\$ (77,622)</u>	<u>\$ -</u>	<u>\$ 2,856,834</u>

Business-type capital asset activity for the year was follows:

	Beginning Balance	Additions/ Completions	Retirements/ Adjustments	Ending Balance
<u>Nondepreciable Assets</u>				
Water utility - Land	\$ 25,089	\$ -	\$ -	\$ 25,089
Construction-in-progress	-	-	-	-
	<u>25,089</u>	<u>-</u>	<u>-</u>	<u>25,089</u>
<u>Depreciable Assets</u>				
Water utility	2,436,668	-	-	2,436,668
Cemetery building	<u>7,964</u>	<u>-</u>	<u>-</u>	<u>7,964</u>
	<u>2,444,632</u>	<u>-</u>	<u>-</u>	<u>2,444,632</u>
<u>Accumulated Depreciation</u>				
Water utility	(978,266)	(57,680)	-	(1,035,946)
Cemetery building	<u>(4,461)</u>	<u>(228)</u>	<u>-</u>	<u>(4,689)</u>
Depreciable assets, net	<u>1,461,905</u>	<u>(57,908)</u>	<u>-</u>	<u>1,403,997</u>
Total capital assets, net	<u>\$ 1,486,994</u>	<u>\$ (57,908)</u>	<u>\$ -</u>	<u>\$ 1,429,086</u>

CITY OF TRINIDAD
Notes to Financial Statements
June 30, 2019

Note 10 - Risk Management

The City is exposed to various risks of loss related to torts, thefts, damage and destruction of assets, errors and omissions, injuries to employees, and natural disasters. The City is a member of the Public Agency Risk Sharing Authority of California (PARSAC or the Authority), a public entity risk pool currently operating as a common risk management and insurance program for member cities. The relationship between the City and PARSAC is such that PARSAC is not a component unit of the City for financial reporting purposes. PARSAC is governed by a Board consisting of representatives from member municipalities. The Board controls the operations of the Authority, including selection of management and approval of operating budgets, independent of any influence by member municipalities beyond their representation on the Board. Financial statements may be obtained from PARSAC, 1525 Response Road, Suite One, Sacramento, CA 95815. For workers compensation insurance, the City is insured by the Local Agency Workers Compensation Excess Company. For property coverage, the City is protected by a commercial general liability insurance policy.

Note 11 - Commitments and Contingencies

In the normal course of City operations there are occasional and various legal claims and actions against the City for which no provision has been made in the financial statements because the amount of liability, if any, is unknown.

The City has received state and federal funds for specific purposes that are subject to review and audit by the grantor agencies. Although such audits could generate expenditure disallowances under terms of the grants, it is believed that any required reimbursements will not be material.

The City entered into an agreement with the County of Humboldt to provide law enforcement services within the City limits, for the amount of \$237,685 per year. The agreement period commences July 1, 2017 through June 30, 2020. Appropriations are partially funded through an annual State grant of approximately \$148,000 and an annual County grant of approximately \$75,000. There is no contractual agreement for the grantors to provide funding beyond the end of their contract with the City.

At June 30, 2019 the City was committed to several grant funded contracts related to potable water quality, water treatment plant upgrades, onsite wastewater treatment services, street water runoff and environmental related improvements. The ability of the City to meet these contractual commitments is dependent upon continued intergovernmental grant funding.

The City entered into a 99-year lease agreement with the Trinidad Coastal Land Trust, for a building which is occupied by a branch of the Humboldt County library. Annual rent is \$500 per year and adjusted every five years equal to a consumer price index.

CITY OF TRINIDAD
Notes to Financial Statements
June 30, 2019

Note 12 - Fund Balance Designations Section of the Balance Sheet

Fund Balances	General Fund	Clean Beaches Grant	OPC Citywide LID	USDA Stormwater Grant	Other Governmental Funds	Total Fund Balance Designations
Nonspendable:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Restricted for:						
Clean Beaches project	-	191	-	-	-	191
Measure Z proposition	75,317	-	-	-	-	75,317
OPC LID project	-	-	1,777	-	-	1,777
State COPS grant	-	-	-	-	8,906	8,906
State Gas Tax street projects	-	-	-	-	53,918	53,918
State TDA street projects	-	-	-	-	17,207	17,207
Total restricted fund balances	75,317	191	1,777	-	80,031	157,316
Committed to:						
Emergency reserve	459,000	-	-	-	-	459,000
Budget Stabilization reserve	459,000	-	-	-	-	459,000
Capital/Special Project reserve	221,475	-	-	-	-	221,475
Fire dept capital reserve	50,700	-	-	-	-	50,700
Public works capital reserve	10,000	-	-	-	-	10,000
Town hall capital reserve	4,181	-	-	-	-	4,181
Self insurance reserve	15,000	-	-	-	-	15,000
Total committed fund balances	1,219,356	-	-	-	-	1,219,356
Assigned:	-	-	-	-	-	-
Unassigned:	446,246	-	-	(116,289)	(29,225)	300,732
Total Fund Balances	\$ 1,740,919	\$ 191	\$ 1,777	\$ (116,289)	\$ 50,806	\$ 1,677,404

REQUIRED SUPPLEMENTARY INFORMATION

(unaudited)

CITY OF TRINIDAD
Required Supplementary Information (unaudited)
Note to Budgetary Comparison Information
June 30, 2019

The City follows these procedures in establishing the budgetary data reflected in the financial statements:

- Prior to the close of each fiscal year, the City Manager submits to the City Council a proposed operating budget for the fiscal year commencing the following July 1. The operating budget includes proposed revenue and expenditures.
- Public hearings are conducted at City Council meetings to obtain taxpayer comments prior to adoption of the budget in June.
- Prior to July 1, the budget is legally adopted for all governmental fund types through Council approved resolution.
- The City Manager is authorized to transfer budget amounts within and between funds as deemed desirable and necessary in order to meet the City's needs; however, revisions that alter the total expenditures must be approved by the City Council. Formal budgetary integration is employed as a management control device during the year for the governmental type funds.
- Budgets for the governmental type funds are adopted on a basis consistent with generally accepted accounting principles. Budgeted amounts presented are as originally adopted and as further amended by the City Council.

CITY OF TRINIDAD
Required Supplementary Information (unaudited)
Budgetary Comparison Information
Total General Fund
Year Ended June 30, 2019

	Budget Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Positive
				(Negative)
Resources (Inflows)				
Property tax	\$ 101,500	\$ 101,500	\$ 108,414	\$ 6,914
Sales tax	245,000	245,000	295,403	50,403
Transient occupancy tax	138,000	138,000	140,583	2,583
Vehicle license fee	30,000	30,000	32,426	2,426
Building and planning fees	19,400	19,400	41,033	21,633
Intergovernmental/grants	15,000	15,000	75,000	60,000
Rent and franchise fees	77,800	77,800	55,185	(22,615)
Business licenses	17,700	17,700	17,635	(65)
Investment earnings	15,000	15,000	24,439	9,439
Other revenue	2,550	2,550	12,632	10,082
Transfers in	-	-	-	-
Amounts Available for Appropriation	661,950	661,950	802,750	140,800
Charges to Appropriation (Outflows)				
General Government:				
City administration	375,672	375,672	341,660	34,012
Public Safety - police and fire	103,831	103,831	116,070	(12,239)
Public works/streets	166,793	166,793	158,766	8,027
Transfers out	-	-	-	-
Total Charges to Appropriations	646,296	646,296	616,496	29,800
Excess (Deficit)	\$ 15,654	\$ 15,654	\$ 186,254	\$ 170,600

OTHER SUPPLEMENTARY INFORMATION

CITY OF TRINIDAD
Combining Balance Sheet
General Fund
June 30, 2019

ASSETS

	General Fund	Police Fund	County Measure Z	Fire Dept	Public Works	Fire Reserve	Public Works Reserve	Town Hall Reserve	Total General Fund
Cash and investments	\$ 1,928,391	\$ -	\$ 56,567	\$ -	\$ -	\$ 50,700	\$ 10,000	\$ 4,181	\$ 2,049,839
Receivables	146,301	-	18,750	-	-	-	-	-	165,051
Prepaid expense	39,240	-	-	-	-	-	-	-	39,240
Total assets	<u>\$ 2,113,932</u>	<u>\$ -</u>	<u>\$ 75,317</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 50,700</u>	<u>\$ 10,000</u>	<u>\$ 4,181</u>	<u>\$ 2,254,130</u>

LIABILITIES

Payables	\$ 47,228	\$ 76	\$ -	\$ 126	\$ 3,810	\$ -	\$ -	\$ -	\$ 51,240
Cash overdrafts	-	95,617	-	89,621	227,443	-	-	-	412,681
Accrued expenses	41,118	303	-	-	7,869	-	-	-	49,290
Total liabilities	<u>88,346</u>	<u>95,996</u>	<u>-</u>	<u>89,747</u>	<u>239,122</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>513,211</u>

FUND BALANCES

Nonspendable	-	-	-	-	-	-	-	-	-
Restricted	-	-	75,317	-	-	-	-	-	75,317
Committed - Insurance	15,000	-	-	-	-	-	-	-	15,000
Committed - Reserves	1,139,475	-	-	-	-	50,700	10,000	4,181	1,204,356
Assigned	-	-	-	-	-	-	-	-	-
Unrestricted	871,111	(95,996)	-	(89,747)	(239,122)	-	-	-	446,246
Total fund balances	<u>2,025,586</u>	<u>(95,996)</u>	<u>75,317</u>	<u>(89,747)</u>	<u>(239,122)</u>	<u>50,700</u>	<u>10,000</u>	<u>4,181</u>	<u>1,740,919</u>

Total liabilities and fund balances

	<u>\$ 2,113,932</u>	<u>\$ -</u>	<u>\$ 75,317</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 50,700</u>	<u>\$ 10,000</u>	<u>\$ 4,181</u>	<u>\$ 2,254,130</u>
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CITY OF TRINIDAD
Combining Statement of Revenue, Expenditures, and Change in Net Position
General Fund
Year Ended June 30, 2019

	General Fund	Police Fund	County Measure Z	Fire Dept	Public Works	Fire Reserve	Public Works Reserve	Town Hall Reserve	Total General Fund
REVENUE									
Property tax	\$ 108,414	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 108,414
Sales tax	295,403	-	-	-	-	-	-	-	295,403
Transient occupancy tax	140,583	-	-	-	-	-	-	-	140,583
Vehicle license fee	32,426	-	-	-	-	-	-	-	32,426
Building and planning fees	41,033	-	-	-	-	-	-	-	41,033
Intergovernmental/grants	-	-	75,000	-	-	-	-	-	75,000
Rent and franchise fees	55,035	-	-	-	-	-	-	150	55,185
Short-term rental fees	9,000	-	-	-	-	-	-	-	9,000
Business licenses	8,635	-	-	-	-	-	-	-	8,635
Investment earnings	24,439	-	-	-	-	-	-	-	24,439
Other revenue	12,632	-	-	-	-	-	-	-	12,632
Total revenue	727,600	-	75,000	-	-	-	-	150	802,750
EXPENDITURES									
General government	341,660	-	-	-	-	-	-	-	341,660
Public safety	-	33,652	75,000	7,418	-	-	-	-	116,070
Public works/streets	-	-	-	-	158,766	-	-	-	158,766
Capital projects	-	-	-	-	-	-	-	-	-
Total expenditures	341,660	33,652	75,000	7,418	158,766	-	-	-	616,496
Transfers in	-	-	-	-	-	-	-	-	-
Transfers (out)	-	-	-	-	-	-	-	-	-
CHANGE IN FUND BALANCES									
Fund balances - beginning	385,940	(33,652)	-	(7,418)	(158,766)	-	-	150	186,254
Fund balances - end of year	1,639,646	(62,344)	75,317	(82,329)	(80,356)	50,700	10,000	4,031	1,554,665
	\$ 2,025,586	\$ (95,996)	\$ 75,317	\$ (89,747)	\$ (239,122)	\$ 50,700	\$ 10,000	\$ 4,181	\$ 1,740,919

CITY OF TRINIDAD
Combining Balance Sheet
Nonmajor Governmental Funds
June 30, 2019

ASSETS											
	Integrated Waste Mgmt	LCP Local Coastal Project #1	LCP Local Coastal Project #2	COPS Program Grant	State Gas Tax Fund	Transportation Development Agency	Onsite Wastewater Treatment System	STIP Pedestrian Improvements	DOT Van Wycke Trail	Prop 84 Stormwater Grant	Total Nonmajor Funds
Cash and investments	\$ -	\$ -	\$ -	\$ 8,906	\$ 52,717	\$ 17,207	\$ -	\$ -	\$ -	\$ -	\$ 78,830
Receivables	1,855	-	16,457	-	1,201	-	-	16,064	5,529	43,912	85,018
Total assets	\$ 1,855	\$ -	\$ 16,457	\$ 8,906	\$ 53,918	\$ 17,207	\$ -	\$ 16,064	\$ 5,529	\$ 43,912	\$ 163,848
LIABILITIES											
Payables	\$ 25	\$ -	\$ 3,438	\$ -	\$ -	\$ -	\$ 192	\$ 13,666	\$ -	\$ 472	\$ 17,793
Cash overdrafts	3,975	891	13,051	-	-	-	12,518	2,398	8,771	51,802	93,406
Accrued expenses	1,843	-	-	-	-	-	-	-	-	-	1,843
Total liabilities	5,843	891	16,489	-	-	-	12,710	16,064	8,771	52,274	113,042
FUND BALANCES											
Nonspendable	-	-	-	-	-	-	-	-	-	-	-
Restricted	-	-	-	8,906	53,918	17,207	-	-	-	-	80,031
Committed - Insurance	-	-	-	-	-	-	-	-	-	-	-
Committed - Reserves	-	-	-	-	-	-	-	-	-	-	-
Assigned	-	-	-	-	-	-	-	-	-	-	-
Unrestricted	(3,988)	(891)	(32)	-	-	-	(12,710)	-	(3,242)	(8,362)	(29,225)
Total fund balances	(3,988)	(891)	(32)	8,906	53,918	17,207	(12,710)	-	(3,242)	(8,362)	50,806
Total liabilities and fund balances											
\$	1,855	\$ -	\$ 16,457	\$ 8,906	\$ 53,918	\$ 17,207	\$ -	\$ 16,064	\$ 5,529	\$ 43,912	\$ 163,848

CITY OF TRINIDAD
Combining Statement of Revenue, Expenditures, and Change in Net Position
Nonmajor Governmental Funds
Year Ended June 30, 2019

	Integrated Waste Mgmt	LCP Local Coastal Project #1	LCP Local Coastal Project #2	COPS Program Grant	State Gas Tax Fund	Transportation Development Agency	Onsite Wastewater Treatment System	STIP Pedestrian Improvements	DOT Van Wycke Trail	Prop 84 Stormwater Grant	Total Nonmajor Funds
REVENUE											
Property tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sales tax	-	-	-	-	-	-	-	-	-	-	-
Transient occupancy tax	-	-	-	-	-	-	-	-	-	-	-
Vehicle license fee	-	-	-	-	-	-	-	-	-	-	-
Building and planning fees	-	-	-	-	-	-	1,750	-	-	-	1,750
Intergovernmental/grants	-	18,621	23,353	148,747	20,159	3,128	-	16,064	14,871	29,001	273,944
Rent and franchise fees	10,535	-	-	-	-	-	-	-	-	-	10,535
Short-term rental fees	-	-	-	-	-	-	-	-	-	-	-
Business licenses	-	-	-	-	-	-	-	-	-	-	-
Investment earnings	-	-	-	-	653	213	-	-	-	-	866
Other revenue	-	-	-	-	-	-	-	-	-	-	-
Total revenue	10,535	18,621	23,353	148,747	20,812	3,341	1,750	16,064	14,871	29,001	287,095
EXPENDITURES											
General government	18,237	-	-	-	-	4,862	-	-	-	-	23,119
Public safety	-	-	-	148,747	-	-	-	-	-	-	148,747
Public works/streets	-	-	-	-	-	-	1,190	-	-	-	1,190
Capital projects	-	18,621	23,385	-	-	-	-	16,064	17,938	37,363	113,371
Total expenditures	18,237	18,621	23,385	148,747	-	4,862	1,190	16,064	17,938	37,363	286,427
Transfers in	-	-	-	-	-	-	-	-	-	-	-
Transfers (out)	-	-	-	-	-	-	-	-	-	-	-
CHANGE IN FUND BALANCES											
Fund balances - beginning	(7,702)	-	(32)	-	20,812	(1,541)	560	-	(3,067)	(8,362)	668
Fund balances - end of year	3,714	(891)	-	8,906	33,106	18,748	(13,270)	-	(175)	-	50,138
Fund balances - end of year	\$ (3,988)	\$ (891)	\$ (32)	\$ 8,906	\$ 53,918	\$ 17,207	\$ (12,710)	\$ -	\$ (3,242)	\$ (8,362)	\$ 50,806

CITY OF TRINIDAD
Proprietary Funds
Statement of Net Position
June 30, 2019

	Business-type Activities			
	Water Operating Fund	Water Plant Construction Project	Water Capital Improvement Reserve	Total Water Fund
ASSETS				
Current Assets:				
Cash and investments	\$ 1,024,796	\$ 1,579	\$ 45,000	\$ 1,071,375
Receivables	43,113	-	-	43,113
Prepaid expense	816	-	-	816
Total current assets	1,068,725	1,579	45,000	1,115,304
Noncurrent Assets:				
Capital assets not being depreciated	25,089	-	-	25,089
Capital assets, net of depreciation	1,400,722	-	-	1,400,722
Total noncurrent assets	1,425,811	-	-	1,425,811
Total assets	\$ 2,494,536	\$ 1,579	\$ 45,000	\$ 2,541,115
LIABILITIES				
Current Liabilities:				
Payables	\$ 7,929	\$ -	\$ -	\$ 7,929
Accrued expenses	13,449	-	-	13,449
Customer deposits	2,980	-	-	2,980
Total liabilities	24,358	-	-	24,358
NET POSITION				
Net investment in capital assets	1,425,811	-	-	1,425,811
Restricted	-	-	-	-
Unrestricted	1,044,367	1,579	45,000	1,090,946
Total net position	2,470,178	1,579	45,000	2,516,757
Total liabilities and net position	\$ 2,494,536	\$ 1,579	\$ 45,000	\$ 2,541,115

CITY OF TRINIDAD
Proprietary Funds
Statement of Revenue, Expenses, and Change in Net Position
Year Ended June 30, 2019

	Business-type Activities			
	Water Operating Fund	Water Plant Construction Project	Water Capital Improvement Reserve	Total Water Fund
OPERATING REVENUE				
Water sales	\$ 331,708	\$ -	\$ -	\$ 331,708
Burial plot sales	-	-	-	-
Late charges	3,005	-	-	3,005
Totals	<u>334,713</u>	<u>-</u>	<u>-</u>	<u>334,713</u>
OPERATING EXPENSES				
Personnel costs	160,985	-	-	160,985
Operations and maintenance	170,833	-	-	170,833
Depreciation	57,680	-	-	57,680
Totals	<u>389,498</u>	<u>-</u>	<u>-</u>	<u>389,498</u>
OPERATING INCOME (LOSS)	<u>(54,785)</u>	<u>-</u>	<u>-</u>	<u>(54,785)</u>
NONOPERATING REVENUE (EXPENSES)				
Investment earnings	12,873	-	-	12,873
Other revenue (expense)	941	-	-	941
Totals	<u>13,814</u>	<u>-</u>	<u>-</u>	<u>13,814</u>
Income (Loss) Before Transfers	(40,971)	-	-	(40,971)
Transfers in	-	-	-	-
Transfers (out)	-	-	-	-
CHANGE IN NET POSITION				
Net Position - beginning	(40,971)	-	-	(40,971)
Net Position - beginning	2,511,149	1,579	45,000	2,557,728
Net Position - end of year	<u>\$ 2,470,178</u>	<u>\$ 1,579</u>	<u>\$ 45,000</u>	<u>\$ 2,516,757</u>



CONSENT AGENDA ITEM 5

SUPPORTING DOCUMENTATION FOLLOWS WITH: 13 PAGES

5. Accept PARSAC Agreement for Apportionment of Retirement Obligations.

Trinidad City Clerk

From: citymanager@trinidad.ca.gov
Sent: Thursday, February 06, 2020 10:42 AM
To: 'Trinidad City Clerk'
Subject: FW: AB 1912 - JPA Amendment

Gabe:

Intro to the other part (in prior email) for consent agenda.

Thanks,
Eli

From: Carol Shreve <cshreve@parsac.org>
Sent: Wednesday, February 5, 2020 4:05 PM
To: Eli Naffah <citymanager@trinidad.ca.gov>; Gabriel Adams <cityclerk@trinidad.ca.gov>
Subject: AB 1912 - JPA Amendment

Hi Eli,

Thanks for the call today. Below is a short paragraph regarding the JPA changes. Hope this clarifies the changes. Have a great evening.

Carol

AB 1912 requires JPAs to fulfill CalPERS retirement/benefit obligations for employees and retirees should the JPA dissolve or withdraw from CalPERS. PARSAC is currently 53% funded and would owe a termination liability of approximately \$3.7 million if it closed its doors or terminated the pension fund through CalPERS. (This is different from PARSAC's funding position which is currently 96% funded.)

To conform with AB 1912, general counsel prepared an Agreement setting forth the allocation methodology for past and present members to fully fund the CalPERS obligation, should PARSAC dissolve or terminate its retirement plan. In May, the Board approved a resolution for the sale of the PARSAC office building, which states that in the event PARSAC sales its' real property, only current members would receive a credit from the sale, reducing the current member's liability. The Agreement further states that 100% of the unfunded liability then existing shall be paid prior to any distribution of assets. PARSAC is proactive in preparing the Agreement, to prevent CalPERS from determining the allocation on PARSAC's behalf should PARSAC dissolve or terminate its retirement contract with CalPERS.

Carol Shreve
Sr. Administrative Assistant
PARSAC
1525 Response Road, Suite 1
Sacramento, CA 95815
(916) 927-7727

This email and any files or attachments transmitted with it may contain privileged or otherwise confidential information. If you are not the intended recipient, or believe that you may have received this communication in error, please advise the sender via reply email and immediately delete the email you received.

Exhibit A

RESOLUTION NO. 2019-03

RESOLUTION OF THE BOARD OF DIRECTORS OF THE PUBLIC AGENCY RISK SHARING AUTHORITY OF CALIFORNIA ESTABLISHING PROCEDURES FOR DISPOSITION OF REAL PROPERTY

WHEREAS, PARSAC owns real property located at 1525 Response Road, Sacramento, California 95815, (the "Property"), which was purchased on January 5, 1995 for \$974,938; and

WHEREAS, the Revised and Restated Joint Powers Agreement, dated May 25, 2017, provides the Retrospective Premium Adjustment as the sole process for distributing assets to members; and

WHEREAS, the Retrospective Premium Adjustment calculation does not consider the value of the Property; and

WHEREAS, the full purchase price of the Property was previously returned to members who participated in PARSAC at the time the Property was purchased; and

WHEREAS, Resolution No. 2014-06 allowed for the distribution of funds to "Eligible Members" as defined in Resolution No. 2014-06 upon sale of the Property; and

WHEREAS, AB 1912 requires the member agencies of a Joint Powers Authority ("JPA") that participate in a public retirement system to reach mutual agreement on the apportionment of 100 percent of the JPA's retirement obligations prior to the termination of its retirement contract.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Public Agency Risk Sharing Authority of California (the "Authority") that, in the event the Authority terminates its retirement contract in the public retirement system:

- A. Should the Authority dissolve, prior to dissolution, the Authority shall sell the Property and all proceeds from the sale shall be applied on a pro rata basis to reduce the unfunded pension liability of those members participating in the Authority at the time of the sale of the Property. After application of the funds from the proceeds of the sale, 100 percent of the remaining unfunded pension liability of the Authority will be allocated to members pursuant to the mutual agreement of the members required under AB 1912.
- B. Should the Authority decide to terminate its contract with the public retirement system but continue in existence, the Authority may elect not to sell the Property. In such event, 100 percent of the unfunded pension liability of the Authority will be allocated to members pursuant to the mutual agreement of the members required under AB 1912.


C. This Resolution supersedes Resolution No. 2014-06

Effective Date. This Resolution shall become effective upon approval by two-thirds of the Board of Directors present and voting.

ADOPTED this 30th day of May, 2019.

ATTEST:


Kin Ong/PARSAC Board Secretary


John Gillison, President
PARSAC Board of Directors

PARSAC

**AGREEMENT FOR APPORTIONMENT OF
RETIREMENT OBLIGATIONS**

**Public Agency Risk Sharing
Authority of California**

PUBLIC AGENCY RISK SHARING AUTHORITY OF CALIFORNIA [PARSAC]
AGREEMENT FOR APPORTIONMENT OF RETIREMENT OBLIGATIONS

THIS AGREEMENT is made in the State of California by and among those municipalities organized and existing under the laws of the State of California, hereinafter referred to as "Member Entity[ies]," which are parties' signatory to the Joint Powers Authority Agreement (as revised effective May 25, 2017, hereafter "JPA Agreement. All such Member Entities are listed in Appendix "A," which is attached hereto and made a part hereof.

RECITALS

Whereas PARSAC is an entity formed under California Government Code § 6500 which permits two or more public agencies by agreement to jointly exercise any power common to the contracting parties.

Whereas California Government Code § 6508.2 requires that the member agencies of a joint powers agency ("AGENCY") mutually agree to a 100% apportionment of the AGENCY's retirement liability prior to either a dissolution of the AGENCY or the termination of the AGENCY's participation in a public retirement system.

Now, therefore, in consideration of the above facts and the mutual benefits, promises and agreements set forth below, the Member Entities hereby agree as follow:

AGREEMENT

ARTICLE I

DEFINITIONS

The following terms shall have the following definitions:

- A. **"Agreement"** shall mean this Revised and Restated Joint Powers Agreement creating the Public Agency Risk Sharing Authority of California [PARSAC].

- B. **"Board"** or **"Board of Directors"** shall mean the governing body of PARSAC.
- C. **"PARSAC"** shall mean the Public Agency Risk Sharing Authority of California created by this Agreement.
- D. **"Deposit Premium"** shall mean the estimated amount determined for each Member Entity necessary to fund each layer of coverage for each Policy Year of each Program of PARSAC.
- E. **"Member Entity"** shall mean any California public entity which is a party signatory to this Agreement including any other agency for which the City Council sits as the Governing board.
- F. **"Program Year"** shall mean a period of time, usually 12 months, for which each Program is to determine Deposit Premiums, Retrospective Premiums, and Retrospective Premium Adjustments.
- G. **"Program"** shall mean arrangements to cover specific types of claims which may include, but not be limited to, property, workers' compensation, and comprehensive liability claims.
- H. **"Public Entity"** shall mean a county, city, whether general law or chartered, city and county, town, district, political subdivision, joint powers authority, or any board, commission, or agency thereof providing a municipal service, excluding school districts.
- I. **"Public Retirement System"** shall mean CalPERS or any other Public Entity retirement program established or operated by a California Public Entity available to public employees as to which current or former employees of PARSAC participated.
- J. **"Retirement Liability"** shall mean the liability that PARSAC possesses to all former or current employees of PARSAC for retirement benefits owed to them pursuant to a contract between PARSAC and a Public Retirement System and arising by reason of those employees participation in the Public Retirement System.

K. **“Retrospective Premium”** shall mean, the amount determined retrospectively as each Member Entity's share of losses, reserves, expenses and interest income as may be determined periodically for any Program.

L. **“Retrospective Premium Adjustment”** shall mean the amount necessary to periodically adjust the Deposit Premium, or prior Retrospective Premiums if any, to the newly calculated Retrospective Premium amount.

ARTICLE II

PARTIES TO THE AGREEMENT

Each Member Entity is a party to this Agreement and agrees that it intends to, and does contract with, all other parties who are signatories of this Agreement and with such other parties as may later be added. Each Member Entity also agrees that the expulsion or withdrawal of any Member Entity from this Agreement shall not affect this Agreement nor the remaining parties as to the other Member Entities then remaining.

ARTICLE III

PURPOSE

This Agreement is entered into by the Member Entities in order to:

A. Provide for an apportionment among current and former PARSAC Member Entities of 100% of PARSAC's Retirement Liability consistent with the requirements of Government Code §§ 6508.1 and 6508.2 as enacted and amended effective January 1, 2019. The current Member Entities of PARSAC are set forth in Appendix A. The former Member Entities of PARSAC as of the date of this Agreement are set forth in Appendix B.

ARTICLE IV

METHOD OF APPORTIONMENT OF RETIREMENT LIABILITY

A. In the event of a decision by the governing Board of PARSAC to dissolve and cease all operations, or in the event of a decision by the governing Board of PARSAC to terminate PARSAC's contract with a Public Retirement System, the Member Entities agree that 100% of PARSAC's Retirement Liability shall be funded by all current and former PARSAC Member Entities based on a pro rata share of the former and current Member Entities' historical Deposit Premium in the Workers' Compensation and Liability self-funded Programs. The apportionment of the Retirement Liability shall be calculated as set forth above, and the unfunded Retirement Liability then existing shall be paid as follows: The unfunded Retirement Liability then existing shall be paid prior to any distribution of assets as provided in ARTICLE XXV of the JPA Agreement and prior to the payment of any equity that may be determined as the result of the Retrospective Premium Adjustment process as set forth in ARTICLE XX. (For example, should a Member Entity have remaining equity in either the Workers' Compensation or Liability program, at the time of PARSAC's dissolution or PARSAC's termination of PARSAC's contract with a public retirement system, the Member Entity's equity shall first be applied to reduce that Member Entity's share of the apportionment of the Unfunded Retirement Liability.)

B. In the event that PARSAC disposes of the real property identified as 1525 Response Road, Sacramento, CA, 95815 (the "Property"), any unfunded Retirement Liability of PARSAC shall first be reduced by applying the proceeds from the sale of the Property as provided in Resolution 2019-03, attached hereto as Exhibit A, prior to the determination of the amounts owed by the former or current Member Entities under the apportionment provided herein.

C. The apportionment of the Retirement Liability of PARSAC among the former and current Member Entities of PARSAC and the obligation of the former and current Member Entities to pay such apportionment of the PARSAC Retirement Liability as provided herein shall be a separate and independent obligation from the obligation of the Member Entities arising upon termination, expulsion or withdrawal of a Member Entity or upon termination of the Joint Powers Agreement (as revised effective May 25, 2017) including but not limited to ARTICLES XX, XXII, XXIII, XXIV and XXV of that Agreement.

ARTICLE V

TERM OF AGREEMENT

This Agreement shall become effective as of the date hereof and shall continue in full force and effect for the purpose of paying 100% of the Retirement Liability of PARSAC pursuant to the apportionment among former and current Member Entities as provided for herein.

ARTICLE VI

SEVERABILITY

Should any portion, term, condition or provision of this Agreement be decided by a court of competent jurisdiction to be illegal or in conflict with any law of the State of California, or be otherwise rendered unenforceable or ineffectual, the validity of the remaining portions, terms, conditions and provisions shall not be affected thereby.

ARTICLE VII

AGREEMENT COMPLETE

The foregoing constitutes the full and complete agreement of the parties. There are no oral understandings or agreements not set forth in writing herein, except as noted with respect to the Bylaws and Memoranda of Coverage. If any provision of this Agreement conflicts with a provision

of the Bylaws, Memoranda of Coverage or other document, such conflicting provisions shall be interpreted to avoid any such conflict, but this Agreement shall govern.

ARTICLE VIII

AMENDMENTS

This Agreement may be amended by a two-thirds vote of the Board present and voting at any duly convened regular or special meeting; provided that, any such amendment has been submitted to the directors and the Member Entities at least thirty [30] days in advance of such meeting. Member Entities may, by resolution or ordinance, grant their director and alternate on the Board explicit authorization to approve and execute amendments to this Agreement on behalf of the Member Entity without the necessity of a resolution or ordinance of the legislative body of the Member Entity confirming or ratifying such amendment. Any such amendment shall become effective immediately, unless otherwise stated therein.

ARTICLE IX

EXECUTION OF COUNTERPARTS

This Agreement may be executed in any number of counterparts, each of which when so executed shall be deemed to be an original, but altogether shall constitute one and the same Agreement.

Public Agency Risk Sharing Authority of California [“PARSAC”]

Date:

By: _____

Name/Title

Attest: _____

Deputy Secretary, PARSAC

Member Entity: _____

Date:

By: _____

Name/Title

Attest: _____

City/Town Clerk

APPENDIX "A"

PUBLIC AGENCY RISK SHARING AUTHORITY OF CALIFORNIA [PARSAC]

MEMBER ENTITIES

City of Amador City
City of Avalon
City of Belvedere
City of Blue Lake
City of California City
City of Calimesa
City of Calistoga
City of Citrus Heights
City of Clearlake
City of Coalinga
City of Ferndale
City of Grass Valley
City of Highland
City of Menifee
City of Nevada City
City of Pacific Grove
City of Placentia
City of Placerville
City of Plymouth
City of Point Arena
City of Rancho Cucamonga
Rancho Cucamonga Fire Protection District
City of Rancho Santa Margarita
City of San Juan Bautista
City of South Lake Tahoe
City of Tehama
City of Trinidad
Town of Truckee
City of Twentynine Palms
City of Watsonville
City of Wheatland
City of Wildomar
Town of Yountville
City of Yucaipa
Town of Yucca Valley

APPENDIX "B"

**PUBLIC AGENCY RISK SHARING AUTHORITY OF CALIFORNIA
[PARSAC]**

FORMER MEMBER ENTITIES

City of Alturas
City of Canyon Lake
City of Carlsbad
City of Elk Grove
City of Hesperia
City of Rialto
City of Ridgecrest
City of Rio Dell
City of West Hollywood



DISCUSSION AGENDA ITEM 1

SUPPORTING DOCUMENTATION FOLLOWS WITH: 21 PAGES

1. Discussion/Decision regarding Draft Water Connection Policy.

The final page of this section is a map of the city's water service area. Color copies will be provided to the Council and for public review at the meeting, and can be accessed online included in this packet in the Document Library section of the City website:

<https://trinidad.ca.gov/document-library/2020-packets>



MEMORANDUM

TO: Trinidad City Council

FROM: Trever Parker, City Planner

DATE: February 5, 2020

RE: Criteria for Evaluating Requests for Water Service Outside City Limits

The Planning Commission has not received a lot of public input regarding the draft policies/criteria for evaluating water service requests outside City limits. Therefore, they requested that the item be placed on the next City Council agenda for discussion and public input prior to making a final recommendation on the policies to the City Council. Due to the time constraint between the Planning Commission meeting and preparing of the packets for the City Council meeting, the following is a brief overview of the process and considerations discussed to date.

Statements of Facts

The following findings and facts form much of the basis for the draft policies. Many of the following facts are based on the studies the City commissioned in 2019 in order to better inform water-related policy and decision-making. The City Council provided some direction at their January 14, 2020 meeting to take a conservative approach. Most of the studies that were conducted in 2019 already take a conservative approach, and staff have continued to do that, but has not recommended a moratorium on new water connections, which would be the most conservative approach. A few of the most critical findings/considerations are underlined in the list below.

Watershed

- The City has ample water rights, however the limitations in the current production capacity of the water plant and the potential low-flow rates of Luffenholtz Creek reduce the actual excess water available to the City (see further detail below).
- Climate change increases uncertainty for the future, particularly during droughts. The current predictions generally agree that the Trinidad area will receive similar levels of rainfall to what has historically occurred, but that rainfall will come in fewer, more intense storms, potentially reducing groundwater storage. Summers may also be hotter and less foggy, increasing water use during peak months.
- Insufficient data exists to fully understand the potential extreme low-flow levels in Luffenholtz Creek. An extreme low-flow event could, in theory, force curtailment of the City's water production, even at current rates. But the likelihood of this

happening, to what degree it would happen, and for how long, are not currently quantifiable. Previous drought events have not caused City water curtailment.

Water System

- There are limitations in the wet well/infiltration gallery of the water plant during very low flows, but these critical flow levels are not well understood.
- Further testing of the wet well/infiltration gallery is recommended; improvements may be possible but may also be limited by permitting and environmental considerations.
- The City has a high percentage of water loss (~26%), which can be improved by replacing water lines and other aging infrastructure.
- Water storage and fire flows are minimally adequate.
- The City's water plant currently has a reliable excess capacity of 48,000 gpd during peak usage (July and August) in normal to dry years.

Water Demand

- Per capita water use has decreased nationally and locally over the last 20 to 30 years due to increased awareness of water conservation and usage of water efficient appliances and fixtures. Peak daily water production/demand at the City's water plant has decreased from 150,000 gpd in 2009 to 85,000 gpd in 2018 (and only 75,000 gpd in 2019) due to conservation and leak repairs.
- A conservative approach to the water demand assessment was taken, likely overestimating future water use.
- Full build-out is not expected to occur for decades, even with increased growth rates.

Studies

- Water Treatment Plant Production Rate Test and Analysis (GHD, May 2019)
- Water Demand Assessment (SHN, August 2019)
- Conceptual Hydrological Assessment of the Luffenholtz Creek Watershed (GHD, October 2019)
- Water Demand and Loss Analysis (GHD, October 2019)
- Alternative Raw Water Source Evaluation (GHD, October 2019)

Rationale

Staff and the Planning Commission have taken a holistic approach to developing these policies and criteria, meaning they were written to accommodate a broad range of situations, without any one scenario in mind. Development of these policies and criteria were guided by several key premises.

One, the City does not currently have the production capacity to serve the entire Service Area at full build-out (including reserving capacity to serve full build-out within City limits); therefore, certain areas and/or uses should be prioritized for service. The

Planning Commission discussed several ways of prioritizing connection requests, primarily based on the relative benefits to the City.

Two, sound planning principles and practice dictate that provision of services outside a jurisdiction's boundaries does not promote orderly growth and is generally undesirable. Therefore, annexation should be a component of any decision to provide additional water service connections outside City limits. Annexation can provide several benefits to the City, including additional revenue, land use control, additional housing opportunities (this may be the only way for Trinidad to meet State housing requirements for example), and an increased population base to serve on councils, commissions and committees. However, a decision as to when and where to annex is complex and would require additional information and studies. The proposed policy is intended to address when and where future water service connections may be appropriate and when annexation should potentially occur in conjunction to the connection request.

Based on the above premises, the proposed criteria have prioritized service to (1) build-out within City limits, (2) an allowance for Accessory Dwelling Units (ADUs) in the City, (3) areas outside the City that the City has the capacity to serve and that would be appropriate for future annexation, (4) health and safety. In addition, there are provisions for the City Council to allow exceptions to the above priorities if certain findings can be made.

The City has a basic obligation to give priority to users and properties inside City limits. Existing general plan policy 23a codifies this with the following language: "Users within city limits should be given preference for service connections." The Water Demand Assessment (SHN August 2019) also provided an allowance for ADUs in addition to estimates for build-out under existing zoning within the City. The amount of water needed to serve build-out within City limits, including ADUs, has been "reserved" when considering how much of the remaining Service Area can be served (see Table 1).

Utilizing the areas identified in the Water Demand Assessment, Areas A and B were prioritized in the policy for several reasons. They are the areas closest to the east side of the City (providing a logical expansion boundary), where City water infrastructure already exists, and many properties are already connected to the City's water system. The potential increased water demand from serving these areas is small, particularly when considering the length of time it will take for build-out to occur. In addition, these areas share strong social and economic ties with the City and could make sense for the City to annex in the future as they are already within the City's designated "Sphere of Influence."

Area C was prioritized because it contains Coastal Act priority uses. General Plan policy 27s states: "Water service extensions shall not remove water system capacity needed to serve Coastal Act priority uses within the North Trinidad Service Area

described in policy 26.” In addition, Area C has high revenue-generating potential for the City if it were annexed. While residential areas, particularly those that are already developed (like Areas A and B), are likely to provide a net negative revenue to the City if annexed (due to the property tax sharing agreement with the County), commercial areas are likely to generate revenue, because the City would not have to share the sales and TOT tax with the County. However, Area C currently contains no water lines. Also, it has a very high water demand potential, and the City may not be able to serve the entire area. Therefore, more studies and information would be needed before the City could decide whether to serve this area and how much of it to serve.

Finally, health and safety water connection requests, regardless of what area they are in (as long as the property is in or near an area already serviced with City water) have also been given priority. These would be situations where someone’s well has become contaminated or has stopped producing enough water to serve the existing use(s) on the property.

Pre-prioritizing the areas where the City knows it has the capacity to serve and where future annexation could be beneficial simplifies the procedures for responding to hook-up requests. In addition, staff would recommend that the new water model be used to test the build-out scenarios for these service areas to determine whether the existing infrastructure is adequate. If the water model shows that there would be negative impacts to the water system, financing any necessary improvements can be made a condition of water service connection approvals.

For service requests that do not fall under one of the priorities, a process for the City Council to grant an exception has been included in the policies/criteria if certain findings can be made. This is where the Rancheria’s water request would fall.

Other Useful Data

The following paragraph provides a brief summary of the results of evaluating build-out timelines with various growth rates. Further details can be found in the staff report for the February 4th Planning Commission meeting. The annual growth rate over the past 10 years or so has been around 0.15% in Humboldt County, the Service Area, and Trinidad itself. Using a 0.15% or 0.25% annual growth rate, it would take more than 100 years for build out to occur within either the City or the Service Areas. Even at a 1% annual growth rate, build-out would take decades. Therefore, agreeing to provide water to (or annexing) small portions of the City Service Area, with the exception of Area C, would not result in an immediate, significant increased water demand.

Table 1 shows the water demand of the priority areas after full build-out in relation to the remaining treatment capacity of the water plant.

Table 1: Remaining Water Capacity After Build-Out

Area	Additional Total Build-out Peak Demand (GPD)	Remaining Capacity (GPD)
Water Plant Total	NA	48,000
City Limits	20,269	27,731
ADUs (inside City)	4,968	22,763
Service Area A	3,382	19,381
Service Area B	6,682	12,699
*Option 1: Service Area C Vacant Parcels	12,500	199
-OR-		
*Option 2: Service Area C North to Anderson Lane	10,100	2,599

*These options have not been vetted and are for illustrative purposes only. The City should also explore the potential for sharing existing water sources so the City would only be supplementing the water supply.

Additional information can be found in the Planning Commission packets for the February 4, 2010, January 15, 2020, and December 18, 2019 meetings.

Future Tasks

Staff and the Planning Commission recognize that these criteria are not the end of the water service planning in Trinidad. The Planning Commission will need to circle back to the General Plan update and finish updating those policies. In addition, the City will need to address criteria for evaluating hook-up requests and new/changed uses within the City. The Coastal Act definition of “development” includes a “change in the intensity of use of water, or of access thereto,” but the City has rarely evaluated water demand for individual projects in the City. Other important planning priorities should be to develop ways to encourage and/or require water conservation, develop a drought contingency plan, and inventory and monitor water rights and diversions on Luffenholtz Creek.

Staff Recommendation

Review and discuss draft water policies/criteria and take public input. Staff and the Planning Commission will use the comments to refine the attached policies/criteria prior to making a final recommendation to the Council.

Attachments

- Draft Administrative Water Connection Policies and Criteria for Evaluating Connection Requests Outside City Limits
- Service Area Map (Figure 1 from Water Demand Assessment)
- Existing General Plan Water Service Policies

City of Trinidad

Draft Administrative Water Connection Policies and Criteria for Evaluating Connection Requests Outside City Limits

Intent

The City of Trinidad has a limited water supply and must carefully allocate this important limited resource. In addition, the provision of water can encourage development. The City desires to limit and regulate water service connections outside City limits in order to ensure continued sufficient capacity to serve City needs and to encourage orderly development and growth of the Trinidad community. These policies are to be used within the context of existing regulations and adopted general plan policies. If anything herein conflicts with those adopted policies and regulations, the adopted policies and regulations shall take precedence.

Limitations

If the City determines that a water extension is warranted, such service will be permitted only on an individual contractual basis for a specific property, which contract or agreement will specify the terms and conditions of such service in detail, including any exceptions allowed and any conditions imposed which may be different from the statement of policy of this chapter. The City shall not have an express or implied obligation to provide water service to any property outside the City limits, regardless of that property's location within a preferred service area, the health and safety concerns of the property's current water supply, the property's proximity to services, or the location in an area that is otherwise served by the City.

Findings and Statements of Facts

- The City's water plant currently has a reliable excess capacity of 48,000 gpd during peak usage (July and August) in normal to dry years.
- Droughts and climate change may impact the City's water supply and available capacity in the future.
- The City does not currently have the production capacity to serve the entire Service Area at estimated build-out; therefore, certain areas and uses should be prioritized.
- Build out is not expected to occur for several decades, even if growth rates increase.
- Sound planning principles and practice dictate that provision of services outside a jurisdiction does not promote orderly growth and is generally undesirable.
- Annexation should be a consideration in any decision to provide additional water service connections outside City limits.

- The City has prioritized service to (1) build-out within City limits, (2) an allowance for ADUs, (3) areas outside the City that the City has the capacity to serve and that would be appropriate for future annexation, (4) health and safety.

Requests for City Water

Definitions

City: *City* shall mean the City of Trinidad

Connection: Water service *connection* shall mean an individual service connection (lateral) to an existing main water line.

Extension: Water service *extension* includes a water *connection*, but also entails construction of additional main water line(s) in order to accommodate a connection.

Intensification of an Existing Use: The *intensification of an existing use* means an expansion or other change to the existing use(s) that will increase projected water demand (based on DEH expected daily wastewater flows or other methodology deemed appropriate by the City) by more than 50 gpd.

New Use: A *new use* shall mean an additional or modified use(s) that alters the project water demand of an existing connection.

Priority Service Area. *Priority Service Area* means a portion of the Service Area, as mapped on Figure # of the Trinidad General Plan, that the City has determined to be a good candidate for possible annexation into the City, and where the City has determined that it has adequate water capacity to serve that area. Parcels with health and safety concerns are also a priority.

Application Requirements

All requests for water service outside city limits shall be subject to the following conditions and processes:

- Application from persons of interest in property.* The applicant and any other persons with an interest in the property to be connected to the water distribution system shall execute an application for conditional water use and connection permit formulated by the City; and
- Responsibility for costs.* The proponent of the connection is responsible for all costs of the connection, including physical infrastructure, application review costs, connection fees, capacity expansion, and annexation (as applicable); and
- Fees paid.* The applicant has paid all fees required to be paid; and
- Comply with Trinidad Municipal Code.* The applicant agrees in a form suitable for recordation to comply with all water service-related provisions of the Trinidad Municipal Code and requirements of the Public Works Department; and

- E. *Adequacy of wastewater treatment system.* The City shall ensure that the provision of water service will not negatively impact any onsite wastewater treatment systems (OWTS). The applicant shall demonstrate that their OWTS is adequate for the type and level of use that will be served.
- F. *Prohibition to transfer water.* No applicant or person with an interest in the premises connected to the water distribution system shall sell, transfer, assign or otherwise separate the water use and connection permit from the premises for which it was originally granted, for the use of any other premises, without the express written consent of the City Council or its designee.
- G. *Valid building permit.* The applicant shall provide evidence of one of the following:
 - 1. A valid building permit that authorizes the erection or construction of a residential or nonresidential structure upon the property, or
 - 2. An existing legal structure and use on the property, or
 - 3. A valid permit for a change of use; and
- H. *Waive right to protest annexation.* If not already within City limits, the owner of the property applying for water service shall execute the "waiver of the right to protest annexation" formulated by the City in a form suitable for recordation. To facilitate the waiver's preparation, the applicant shall provide the City with all documents the public works department requires to ascertain the identity of all persons having an interest in the property and to ascertain the identity of the authorized representatives of any business entity having an interest in the property; and
- I. *Environmental Review.* The City shall determine the appropriate level of environmental review, subject to the requirements of CEQA, for each proposed connection. If needed, the applicant shall be required to complete such review prior to the appropriate decision-making body considering the application.
- J. *City Discretion.* Nothing in this section shall be construed to require the provision of water service outside of the City limits and the City's decision to provide such service shall remain a discretionary authority of the City.

Outside City Limits, within Priority Service Areas.

All persons or entities requesting a water service connection outside City limits may be granted a new water connection permit or a permit for a new use or the intensification of an existing use under the following standards:

- A. *Service Charge for Connections Outside the City.* Service charges for connection and monthly service shall be as provided under the current rate ordinances of the City, plus a 50 percent surcharge or as otherwise set by resolution of the City Council.
- B. *Service Priorities.* To ensure orderly outward extension of public services, the City has prioritized water service to those properties that may be appropriate for future incorporation or may otherwise benefit the city and its residents. Trinidad may grant water connections outside City limits under the following circumstances:

1. *Priority Service Areas A & B.* The City Manager, with recommendations from the Public Works Director, City Engineer, and City Clerk, shall have the discretion to execute a contract for, and issue a water connection to those premises located within Priority Service Areas A or B under the following circumstances:
 - a. *Minor water user.* If the location of service is within Priority Service Area A or B, and the requested connection is for use(s) requiring less than 1,000¹ gpd or less than 5% of the City's remaining service capacity (whichever is less), and the City Manager issues a written determination that:
 - I. The connection's primary use will **not be** for the production of commercial cannabis and will support one or more of the following uses:
 - i. Visitor-serving commercial recreational facilities designed to enhance public opportunities for coastal recreation, or
 - ii. Coastal-dependent industry per California Coastal Act Section 30101, or
 - iii. Private residential development, or
 - iv. Essential public services (i.e. Fire Dept., Schools, etc.), and;
 - II. Water service provision is consistent with the water service policies of the City and other applicable jurisdictional agencies.
 - b. *Major water user.* If the location of service is within Priority Service Area A or B, and the requested connection is for use(s) requiring more than 1,000 gpd or more than 5% of the city's remaining service capacity (whichever is less), and the City Manager issues a written determination that:
 - I. The connection's primary use will not be for the production of commercial cannabis and will support one or more of the following uses:
 - i. Visitor-serving commercial recreational facilities designed to enhance public opportunities for coastal recreation, or
 - ii. Coastal-dependent industry per California Coastal Act Section 30101, or
 - iii. Private residential development, or
 - iv. Essential public services (i.e. Fire Dept., Schools, etc.), and;
 - II. Water service provision is consistent with the water service policies of the City and other applicable jurisdictional agencies, and;
 - III. The City has the excess capacity, beyond what is needed to serve existing customers and all anticipated development within the City, sufficient to serve to applicant connection.
 - IV. The new water service connection will not negatively impact other users or components of the City's water system as determined by the City Engineer, or that improvements will be required as part of the connection, at the

¹ As averaged over any month

expense of the applicant, that will eliminate or minimize those negative impacts to the satisfaction of the City Engineer.

- c. *Annexation.* Annexation to the City may be required for any water service connections in Priority Service Areas A & B.
 - I. Timing of annexation proposals will be determined based on what is most beneficial to the citizens of the community. The annexation may be required prior to, concurrent with, or subsequent to the service connection.
 - II. The applicant shall be responsible for all costs associated with the annexation application, or a share of those costs. The applicant's share of annexation costs, as determined by the City Manager, shall be due at the time of the water service connection, regardless of timing of the annexation application.
 - III. If the City Manager determines that the timing for annexation is not ripe, the applicant shall record a Waiver of Right to Protest Annexation, in a form approved by the City attorney, on the property deed. Such waiver shall apply to all heirs, successors and others having an interest in the property.
 - IV. The City Council may waive the annexation requirement and issue a written finding that annexation of the affected property is infeasible.
2. *Priority Service Area C.* New connections in Priority Service Area C shall not be allowed until and unless the City Council makes a determination that the City has the capacity to serve all, or a designated portion of it. If and when that determination is made, the following policies shall apply.
 - a. *Annexation.* Annexation to the City may be required for any water service extensions in Priority Service Area C.
 - I. Timing of annexation proposals will be determined based on what is most beneficial to the citizens of the community. The annexation may be required prior to, concurrent with, or subsequent to the service extension.
 - II. The applicant shall be responsible for all costs associated with the annexation application, or a share of those costs. The applicant's share of annexation costs, as determined by the City Manager, shall be due at the time of the water service extension, regardless of timing of the annexation application.
 - III. If the City Manager determines that the timing for annexation is not ripe, the applicant shall record a Waiver of Right to Protest Annexation, in a form approved by the City attorney, on the property deed. Such waiver shall apply to all heirs, successors and others having an interest in the property.
 - IV. The City Council may waive the annexation requirement and issue a written finding that annexation of the affected property is infeasible.
 - b. In order to extend a water service connection prior to, or concurrent with an annexation application, the City Manager shall issue a written determination that:

- I. The connection's primary use will not be for the production of commercial cannabis and will support one or more of the following uses:
 - i. Visitor-serving commercial recreational facilities designed to enhance public opportunities for coastal recreation, or
 - ii. Coastal-dependent industry per California Coastal Act Section 30101, or
 - iii. Private residential development, or
 - iv. Essential public services (i.e. Fire Dept., Schools, etc.), and;
 - II. Water service provision is consistent with the water service policies of the City and other applicable jurisdictional agencies, and;
 - III. The City has the excess capacity beyond what is needed to serve existing customers and all anticipated development within the city sufficient to serve to applicant connection.
 - IV. The new water service connection will not negatively impact other users or components of the City's water system as determined by the City Engineer, or that improvements will be required as part of the connection, at the expense of the applicant, that will eliminate or minimize those negative impacts to the satisfaction of the City Engineer.
3. *Health and Safety Concern.* The City Manager may authorize a water service connection to any premises located outside the City jurisdictional boundary to respond to an existing or impending threat to health or safety, if the following requirements are met:
- a. The premises are presently being served by a well that has been verified as being rendered unsafe from contamination. The applicant shall be responsible for providing documentation of a health and safety threat to the satisfaction of the City Manager;
 - OR
 - b. The premises was intended to be served by a water well that has an insufficient water flow to serve its needs that meets the following criteria:
 - I. The provision of municipal water to the premises shall not promote the creation of a subdivision of the parcel proposed to receive water service, and
 - II. There is no other feasible alternative water source to the premises, and
 - III. The need for municipal water service is the result of unintentional and exceptional circumstances that are not the product of a non-permitted use of the property, or improper well design and maintenance or any failure to undertake diligent efforts to pursue the development of a well consistent with the state of the then-present technology. The applicant shall provide such evidence to the city as the public work's director requests, and
 - c. If the connection requires more than 1,000 GPD, the City Manager shall make a written determination of excess capacity, beyond what is needed to serve

existing customers and all anticipated development within the City, sufficient to serve to applicant connection.

- d. The provision of municipal water service must not conflict with any California or Humboldt County adopted laws, regulations, policies or standards for the provision of municipal water services, and
- e. The new water service connection shall not negatively impact other users or components of the City's water system as determined by the City Engineer, or improvements shall be required as part of the connection, at the expense of the applicant, that will eliminate or minimize those negative impacts to the satisfaction of the City Engineer.
- f. The service lateral shall not exceed the length of five hundred feet;

Outside City Limits, not in Priority Service Areas.

- A. When City water service is sought for a connection that is not within a Priority Service Area, or that does not meet the criteria set forth above, then the request shall be denied, unless authorized by an exception from the City Council, per "City Council Exception".
- B. *City Council Exception.* Upon approval by motion of the City Council, the City may, but is in no way obligated to, approve the connection to City water services outside of the City limits. The City Council may only approve such connections upon making the following findings:
 - 1. When it is demonstrated that the connection would benefit the City, including
 - a. There is a demonstrated equal or near equal return to the City based on the cost of such service, and
 - b. That the provision of such service outside the City benefits directly the health and safety of residents or municipal services of the City; and
 - 2. The City has capacity to serve the proposed connection as well as all existing connections and future build-out within the City; and
 - 3. The new water service connection will not negatively impact other users or components of the City's water system as determined by the City Engineer, or improvements will be required as part of the connection, at the expense of the applicant, that will eliminate or minimize those negative impacts to the satisfaction of the City Engineer.
 - 4. That the provision of such service will not induce additional growth and urban development outside the City that will negatively impact the City, coastal resources consistent with §30250(a) of the Coastal Act, or the rural character of the Trinidad area.

Appeals

- A. Any person affected by an approval or denial of a water service connection outside city limits as authorized under this section by the City Manager may appeal to the City Council by filing a notice of appeal with the Clerk of the City within 30 working days of the action of the City Manager. The notice of appeal shall be accompanied by a filing fee set by resolution of the City Council of the City in an amount sufficient to cover costs. The appeal shall stay the effect of the action of the City Manager.
- B. The appeal shall be in writing and addressed to the City Council. The applicant shall file the appeal with the City Clerk. The City Clerk shall forward copies of the appeal to the City Council, City Manager, and Public Works Director. In the notice of appeal, the appellant shall state in full the facts and circumstances which make the action of the service connection authorization unreasonable. It shall also state the date of the claimed unreasonable action of the City Manager.
- C. The City Council shall cause the matter to be set for hearing not earlier than 20 days after the appeal has been filed with the Clerk of the City. The Clerk of the City shall cause notice to be mailed to all affected persons (within 100 feet of the property boundaries) at least 10 days prior to the hearing.
- D. At the time and place set for the hearing, the City Council shall proceed to hear the testimony of the City Manager, the testimony of the owner or their representatives, and the testimony of other competent persons concerning conditions upon which the action of the City Manager is based and other matters which the City Council may deem pertinent. Any person affected may be present at such hearing, may be represented by counsel, may present testimony, and other witnesses. The hearing may be continued from time to time. The City Manager may be represented by counsel. At the request of the City Manager, the City Attorney shall represent the City Manager.
- E. The City Council may upon the appeal either affirm the action of City Manager or modify the City Manager's action in whole or in part. The decision of the City Council upon an appeal shall be based upon the facts presented to it.

CHAPTER III

DEVELOPMENT OPTIONS & PREFERENCES

...

WATER SERVICE

The City withdraws all municipal water entirely from Luffenholtz Creek. A large trunk line, located along Westhaven Drive, carries the water into the City. All development in the City is connected to the system. Because some of the residences along Westhaven Drive had inadequate wells, the City allowed them to connect to the system.

Prior to improvements in 1987, the Trinidad water system had a storage capacity of 150,000 gallons in a single storage tank. Average monthly raw water production in 1985 was 2,279,000 gallons, with higher demands in the summer months and lower demands during the winter. The total City population in 1985 was 430. At that time, the water system served 268 connections; 176 were within the city limits and 92 were outside the City.

Following system improvements in 1987 under the California Safe Drinking Water Bond Law Program of 1984, the City water system was upgraded in terms of pumping, treatment and storage capacities. With the addition of a second storage tank, storage capacity is currently 300,000 gallons. Production capacity at the pumping station is 150,000 gallons per day, averaged. Maximum "peak period" capacity is 288,000 gallons per day or 200 gallons per minute.

Capacity of the City water system to adequately serve the existing and projected needs of the community has historically been a concern of the City. With the improved system, the City now has the ability to adequately serve existing users.

The California Safe Drinking Water Bond Law Program provided funding for bringing local water systems into compliance with state waterworks standards, but did not provide funding for future capacity. Consequently, the system is designed to adequately service the City, with only a slight capacity margin.

The relationship between the number of new services that can be connected and the

capacity of the system is complex and can only be evaluated relative to specific hookup requests. Any proposals for significant increase in water usage should be viewed with caution.

An additional limitation of the system is the available quantity of water from Luffenholtz Creek. Available water is less than total stream flow due to water rights issues, downstream users and environmental considerations. The 1980 Citizen's Committee found that the theoretical capacity of the Creek is approximately 650 service connections. The Committee recommended that the City allow no more than 400-450 service connections without performing specific watershed studies to verify additional capacity.

Water quality of the finished water within the system is currently tested on a regular basis by the City staff, including tests for coliform and turbidity. Results of water testing indicate that City water is in full compliance for bacteriological standards and marginally acceptable for turbidity.

The water system was also substantially upgraded in 1976. However, portions of the system existing before that time are still in use, well beyond their useful life. This points up a problem for the City of Trinidad - the upkeep and timely replacement of water system components. The value of Trinidad's water system is so great that, on an annual replacement system, the annual cost is greater than the City's financial capability.

To begin to resolve this problem, the City must 1) efficiently manage the system; 2) provide efficient operation and maintenance; and 3) have a well-conceived annual repair-replacement program.

Repair and replacement will contribute to water conservation now hampered by leakages from the system. Water conservation can be further promoted by educating users in water conservation practices.

Service Options

Among the options for the City in providing water services to the community are the following: 1) the City could choose to limit the number of new water service

connections; 2) not limit the number of new water connections; or 3) selectively allow new connections based on specified guidelines.

For any service option, the City should consider: how and where the development is to occur; the physical operation of the water system and ultimate capacity of the watershed; the effect of the City's Sphere of Influence; and whether prospective users are within the city limits or outside the limits.

Service Preference

The City chooses to allow connections on a selective basis with preference given first to users within city limits. The City desires to maintain and upgrade its water system as necessary to provide domestic water and fire flows for routine as well as peak demands. Major expansions of trunk lines should be carefully reviewed.

Recommended Policies

22. The City should promote an active, on-going water conservation program to help keep user charges as low as possible. The City conservation program should extend to upgrading outdated portions of the system to eliminate leakage.
23. The City shall continue to monitor water consumption. In addition, the City should pursue a program to monitor water quality and quantity both within the City system and in Luffenholtz Creek. The City shall implement well-defined, quality programs of operation and maintenance.
- 23a. Users within city limits should be given preference for service connections.
- 23b. The City shall plan on regular maintenance and occasional upgrading of the water system, as feasible. The City shall develop a program to periodically upgrade existing distribution lines to current standards. To keep the City up to date on the condition of the water system, need for improvements and level of uses, an annual water report shall be prepared and presented to the City Council.
24. In the event of a proposal to expand the City water system, prospective customers shall provide by agreement with the City the necessary funds in whole or in part

to defer the cost of system improvements. This policy shall be implemented by provisions of the City Water Ordinance.

- 24a. The City should monitor land use activities and development projects within the Luffenholtz Creek watershed and oppose those activities and projects which may have adverse impacts on creek water quality. The City should develop and maintain an on-going and open relationship with landowners within the watershed.
- 25. The area of the east and southeast of the City on either side of the freeway, where some properties are already connected to the system, should be included in the City service area to allow for additional connections as the system allows consistent with policies 23a and 27a.
- 25a. The City should, from time to time, revise its Sphere of Influence to be consistent with the City's water service connections.

In North Trinidad, the unincorporated area north of the City, several commercial developments, visitor accommodations, and residences could benefit from connecting to the City water system. Visitor accommodations have not been able to meet the growing demand because of limited water supplies. If the water system is expanded and a trunk line extended to the north, this development constraint would be altered or removed.

Many residential property owners in North Trinidad recognize that insufficient water supply has preserved the low density rural residential character of the area and they prefer it that way. They see the extension of the City water service into the area as an action that would trigger commercial and residential expansion and destroy the rural character of the area.

There is also concern that additional water would overburden septic tanks and increase ground and surface water pollution. Proposals to form a water district to pay for a water service extension have been defeated by a sizeable majority on several occasions.

Service Options

If the water system is expanded, the City could: 1) allow the extension of a major truck line into the North Trinidad area; 2) not allow any extension of water service into North Trinidad; or 3) allow a limited extension.

Service Preference

The continuation, modernization and expansion of visitor services are important to the economy of the area. The City supports the preference of the residents of North Trinidad that the area west of Patrick's Point Drive north of Anderson Lane remain rural residential in character. Therefore, if water service is extended into North Trinidad it should be confined to: (1) the visitor service area east of Patrick's Point Drive; (2) the CAL FIRE Trinidad Fire Station located at 923 Patrick's Point Drive; and (3) the commercial area on the west side of Patrick's Point Drive south of Anderson Lane.

Recommended Policies

26. The existing commercial area on the west side of Patrick's Point Drive south of Anderson Lane and the area on the east side of Patrick's Point Drive south of the Division of Forestry property should be included in the City service limits to allow for future consideration of water service, consistent with policies 23a and 27a.
- 26a. Water service should not be provided within the North Trinidad service area until the City system has sufficient capacity to serve all existing and planned development within the city limits consistent with Policy 23a. The size of the trunk line into the North Trinidad service area should only be large enough to serve the projected needs of development in the North Trinidad service area.
- 26b. Water service may be extended to the CAL FIRE Trinidad Fire Station located at 923 Patrick's Point Drive if the service line extension (i) is sized so as not to exceed provision of the minimum amount of water needed to serve the fire station for domestic water use; (ii) will not remove capacity necessary to serve future development within the City; (iii) will not impair fire protection services in the City; (iv) is designed and conditioned in such a way that it will not service

additional parcels/be growth inducing; and (v) is found to be in conformance with the resource protection policies of this plan.

The City must also consider the conditions under which it will provide water service to areas outside the City. Section 30254 of the Coastal Act states in part that where existing or planned public works facilities can accommodate only a limited amount of new development, services to coastal dependent land use, essential public services and basic industries vital to the economic health of the region, state, or nation, public recreation, commercial recreation, and visitor-serving land uses shall not be precluded by other development.

Most cities require that those wishing to connect to City services annex their property. Annexation of residential areas increases property tax revenue and State subventions (such as gas taxes). Annexation of commercial establishments, in addition to high property tax revenue, also entitles the City to a share of the State sales tax revenues generated by the annexed businesses.

The City has allowed the connection of about ninety residences outside the City along the main trunk line. These customers are charged a higher rate than in-city customers. In very low density residential areas the extra revenue from water service is approximately equivalent to the net City revenue that would be realized if the property were annexed and the City provided police protection, street maintenance and other services. Therefore, annexation in this situation is not of net revenue benefit to the City.

As residential density and the value of housing increases, and particularly when commercial enterprises are included, annexation could be of net revenue benefit to the City.

Service Options

If the water system is expanded the City could: 1) change the existing policy and require that all property to be provided water service be annexed to the City; or 2) allow water service without annexation in low density residential areas but require annexation where water service is desired for commercial property and residential subdivisions that will represent a net benefit to the City; or 3) provide service to adjacent areas without requiring annexation.

Service Preference

Making annexation a prerequisite could limit interest in connecting to the City water system since the level of services provided by the City is, except for water, essentially the same as those available from the County at less cost. If the water system is expanded, the policy 27 should be used to determine whether annexation should be a prerequisite to water service.

Recommended Policies

27. Applications for water service for property outside the City should be reviewed to determine whether annexation would be advantageous to the City. If there is reasonable doubt as to the economic advantages, the hookup should be allowed without annexation so that the City can benefit from the extra water revenue, provided that there is substantial compliance with all other policies in this plan and with the City Water Ordinance.
- 27a. Water service extensions shall not remove water system capacity needed to serve Coastal Act priority uses within the North Trinidad Service Area described in policy 26.



EXPLANATION

— CITY WATER SERVICE AREA

• HAS EXISTING WATER SERVICE

A B1 B2 C D1 D2 D3 E F EXCLUDED VACANT MINIMAL IMPROVEMENTS TRINIDAD RANCHERIA (PUBLIC WATER SERVICE) WATERLINES CITY BOUNDARY SPHERE OF INFLUENCE COASTAL ZONE BOUNDARY CREEKS

0 1,000' 1" = 1,000'

PACIFIC OCEAN



City of Trinidad
Water Service Area Demand Assessment
Trinidad, California

Water Service
Trinidad General Plan (DRAFT)

July 2019
SHIN 031013.002
Fig1_WaterServiceArea

Figure 1



DISCUSSION AGENDA ITEM 2

SUPPORTING DOCUMENTATION FOLLOWS WITH: 6 PAGES

2. Discussion/Decision regarding Consultant Agreement for Active Transportation Education Services.

AGENDA ITEM

Date: February 11, 2020

Item: **CONSULTANT AGREEMENT FOR ACTIVE TRANSPORTATION
EDUCATION SERVICES**

The Van Wycke Bicycle and Pedestrian Connectivity Project includes \$22,000 in Caltrans Active Transportation Program (ATP) funding for a non-infrastructure program to increase bicycle and pedestrian safety and activity in Trinidad for consultant services and staff time. The Council awarded a consultant agreement of \$17,978 for the bicycle and pedestrian safety program to RCAA on December 10, 2019. Staff is exploring a significant scope change for the pedestrian trail portion of the project, and this may result in the termination of the ATP grant funding for construction as well as the non-infrastructure education component, which would mean loss of funding for the RCAA agreement.

The Trinidad Bicycle and Pedestrian Education Program is designed to encourage Trinidad residents and community members to use active modes of transportation and educate them about bicycle and pedestrian safety. The agreement scope, schedule and budget are summarized below:

Active Transportation Program Tasks	Task Details & Schedule	Budget
Task A: Disseminate information about Trinidad's non-motorized routes and bike/pedestrian safety education	Prepare project information poster and bike/ped safety poster. Disseminate at the June 2021 Fish Festival.	\$5,790
Task B: Trinidad Bicycle and Pedestrian Route Map in digital print-ready format and printed copies for Fish Festival.	Work with the Trail Committee and CCNM Gateway group to develop Map by Feb. 2021. Disseminate map by June 2021.	\$7,485
Task C: Bike Rodeo to teach children about bike and ped safety and encourage active modes of transportation	Plan event, publicize event and hold Bike Rodeo in May 2021.	\$3,500
	Other: Printing, travel, communications	<u>\$1,203</u>
	Agreement total	\$17,978

Caltrans Local Assistance staff have stated that the City would continue to be reimbursed for work under the non-infrastructure phase of the grant until such time as the ATP grant is terminated. Because of the uncertainty with the Caltrans grant funding, RCAA and staff are requesting direction from the City Council about ongoing funding support for the agreement or completion of specific project tasks through other potential funding sources.

Staff Recommendation: Staff recommends that Council approve up to \$8,400 in funding support if the ATP if grant is terminated to complete Task B Trinidad Bicycle and Pedestrian Route Map. Possible funding sources include the Per Capita Allocation from California State Parks, or the funds approved by the Council to support Trail Committee priorities (\$10,000 available this year). The Trail Committee and the California Coastal National Monument have expressed support for the development of a trail/route map. Tasks A Bike Rodeo and C bike and pedestrian safety education would not be initiated until support and funding is identified and secured for those tasks.

Other possible actions:

- Move forward with Tasks A, B and/or C with Caltrans funding until such time as the grant is terminated. *This could result in wasted effort if the tasks were not completed.*
- Approve up to \$17,978 in funding support for completion of the tasks as scheduled in the RCAA agreement and direct staff to identify and secure funding if the ATP Grant is terminated.
- Suspend work on the Map and other tasks in Active Transportation Education program until it is known whether the Caltrans grant funding will be available.

Attachments:

- Agreement for Services and summary of scope, budget and schedule.

Proposal from Redwood Community Action Agency

Project Name:	City of Trinidad Pedestrian and Bicycle Safety Program
City Contact Person:	Becky Price-Hall, 707-499-6454 rpricehall@ca.trinidad.gov
Proposal Deadline:	December 6, 2019 at 2pm

Firm or Individual Name, Address, Telephone Number, Email Account, Website Address, and Year Organized of the firm or person submitting the proposal:

Redwood Community Action Agency (RCAA)
Jenny Weiss, Projects Coordinator
904 G Street Eureka, CA 95501
(707) 269-2062
<http://www.rcaa.org>
Incorporated February 1980

Description of work and overall approach, specific techniques that will be used, and administrative and operations expertise to be used:

Our Approach is consistent with the scope of work outlined in the Request for Proposals. We have outlined our approach by task and have further clarified our intended approach by adding subtasks. We also address our project management plan for completing these services to the quality expected by the City of Trinidad.

Management Plan

The RCAA team is experienced in leading Active Transportation Program Non-Infrastructure services and large-scale planning and implementation projects. Our focus on relationship building, effective communication, and attention to detail for work products lend professionalism and creativity to each of our projects. Our history of successful work with local jurisdictions, agencies and community groups throughout Humboldt County exemplifies RCAA's capacity for multi-disciplinary collaboration and professionalism.

RCAA's long-standing success at developing excellent work relationships will ensure efficiency and clear communication to assure project deadlines and quality of work. In addition to close communication and strong relationships with project partners, RCAA has successfully managed multi-year, multi-firm planning projects by holding weekly team calls for coordination, task development and review of products. Our effective project management skills and tools will ensure our work serves the need of City of Trinidad. In addition, RCAA's comprehensive local experience with non-infrastructure programs will ensure efficiency and close understanding of intended outcomes.

Approach by Task

Task A. Disseminate information about non-motorized routes and bike/ped safety education

As soon as a contract would be awarded, the RCAA team will commence refining the project timeline and schedule with the City of Trinidad an appropriate date to hold an in-person project start-up meeting to discuss deliverables to complete each project task and outline immediate tasks for each RCAA staff member.

The RCAA team is a local team that has already developed a strong working relationship within the bicycle and pedestrian education and Safe Routes to School community through our past and current projects as well as our facilitation of the Countywide Safe Routes to School Task Force. Therefore, we can hit the ground running on this project and be extremely responsive to project needs as they arise.

We are very well suited to disseminate information about non-motorized routes and pedestrian and bicycle safety from over ten years of experience developing and implementing successful Safe Routes to School (SRTS) programs throughout Humboldt County. Projects completed include the Redwood Crossing Guard program, the Redwood Mobility Education Program, the SRTS Prioritization Tool project for the Humboldt County Association of Governments, the Lafayette Elementary Remote Drop Off Program, Toddy Thomas ATP project, the Arcata Elementary ATP program, and the City of Fortuna's South Fortuna Elementary School SRTS Pedestrian and Bicycle Safety Program. Currently we are assisting Humboldt County Public Health, the City of Rio Dell and the City of Fortuna on their SRTS/ATP projects. We have extensive knowledge and experience implementing pedestrian and bicycle safety education programs in the classroom as well as in the field, at public workshops, events, and festivals, and have project staff that is a League Certified Bicycle Instructor through the League of American Bicyclists. We also have the ability to consult with and involve bicycle and pedestrian education professionals and advocates from the Countywide SRTS Task Force to help create an even more robust and effective program.

Task A.0 Project Management

The RCAA team will meet with City staff to finalize the project scope and discuss the first project tasks to refine the project schedule and meeting dates. The RCAA team will prepare invoices to the City of Trinidad on the invoicing cycle deemed most appropriate by City staff. The RCAA team will participate in check-in calls with City staff as needed to ensure clarity on project management tasks.

Task A.1 Prepare project information poster

The RCAA team will design and prepare an educational and attractive informational poster to help disseminate information about this Bicycle & Pedestrian Connectivity Project to the public.

Task A.2 Prepare bike/ped safety information poster

The RCAA team will design and prepare an attractive and educational poster, and develop other educational materials if deemed necessary and appropriate by City

staff for the Trinidad Fish Festival in order to educate and assist the public in increasing knowledge and safety of non-motorized transportation.

Task A.3 Set-up, take down informational booth

The RCAA team will set up, staff, and take-down an educational booth on Active Transportation at the Trinidad Fish Festival. The booth will highlight this Bicycle & Pedestrian Connectivity Project as well as fun, interactive bicycle and pedestrian safety activities and information. Spanish language interpretation at the booth will be available if deemed necessary.

Task B. Trinidad Bicycle and Pedestrian Route Map

RCAA has extensive experience in high quality graphic design. We have developed numerous helpful and attractive bicycle and pedestrian route maps listing suggested routes, distances, and the time it takes to walk or bike as an encouragement strategy to help parents and caregivers feel more comfortable allowing their children to walk or bike to school. We have also created arrival/dismissal maps with procedures for schools, cities, and counties. Our maps have helped schools and districts throughout Humboldt County establish clear routes as well as expectations on how to drop off and/or pick up children from school safely to create safer school transportation for all. We also developed the Humboldt Bay Area Bicycle Map and the El Dorado County Bicycle Map to increase the safety and number of residents and visitors riding their bicycles for transportation and/or recreation.

Task B.1 Pre and Post Project Active Travel Volume Counts using Caltrans approved methodology.

As deemed appropriate by City staff, RCAA will assist City staff with reviewing procedures for conducting project active travel volume counts using Caltrans approved methodology. NRS will also assist City staff as needed during actual counts and with pre and post construction count reports.

Task B.2 Design and Prepare Map

RCAA staff will conduct needed research and ground-truthing to develop a draft and final bicycle and pedestrian route map with suggested bicycle and pedestrian routes that highlight suggested routes for travel as well as areas of special interest within the City of Trinidad.

Task B.3 Distribute Map

RCAA staff will review and update draft map with City staff, have it printed, and distribute to residents and potential users. RCAA will work with Trinidad Elementary, businesses, and organizations to determine the best distribution strategy as well as posting on relevant websites or social media sites.

Task C. Bike Rodeo

RCAA will provide planning, coordination, and implementation of a Bicycle Rodeo event in Trinidad to help residents of all ages learn and practice bicycle safety skills. RCAA has hosted or assisted with over a half dozen Bicycle Rodeos in Humboldt County communities in the past few years including planning station learning objectives, organizing volunteers, and putting together a fleet of bicycles for participants to borrow.

Task C.1 Bicycle Rodeo Planning

RCAA will research best practices utilized and supported by professional bicycling organizations and agencies including the League of American Bicyclists and the National Highway Traffic Safety Administration to develop the stations and activities to conduct a Bicycle Rodeo. RCAA will reach out to law enforcement, local schools, and service groups for support to plan, volunteer, and implement the event. Because RCAA is familiar with ATP non-infrastructure allowable incentives for purchase, RCAA is aware bicycle helmets are not an allowable non-infrastructure expense and encourages the City to procure bicycle helmets and/or funding for bicycle helmets in order to conduct a safe and successful event for which RCAA can provide assistance. We have recognized that the most successful Bicycle Rodeos provide free helmets to youth participants so that they can be safe while riding during the rodeo and afterwards on their own.

Task C.2 Outreach

The RCAA team will develop engaging outreach flyers, news articles, public service announcements, and/or other appropriate materials to communicate the opportunity for students and residents to participate in the Bicycle Rodeo. The RCAA team will utilize Spanish language translation as needed for outreach materials and will communicate with area partners for support such as Trinidad Elementary, law enforcement, and Public Health Department staff.

Task C.3 Bicycle Rodeo Implementation

RCAA staff will oversee all elements of planning a successful bicycle rodeo including volunteer coordination, and logistics.



DISCUSSION AGENDA ITEM 3

SUPPORTING DOCUMENTATION FOLLOWS WITH: 2 PAGES

3. Discussion/Decision regarding Mid-Year 2019-2020 Budget Update and Adjustments.

Additional attachments for this discussion include the December financial reports from Consent Agenda Item 2.

The purpose of this discussion is to provide a mid-year review of the budget approved in June 2019, and to allow for questions or modifications as needed.

The attached document titled "General Fund Operating Revenue vs. Expenses" was presented to the Council in June 2019 as a tool to summarize and incorporate all the individual funds that reflect the 'big picture' of the City's financial expectations in the 2020 Fiscal Year. It also included some notes and possible adjustments that could be made at some point should the City desire to evaluate the cost of providing those services. These notes also were designed to be reminders so certain projects wouldn't get overlooked, and as a road map for certain discretionary items and/or projects that were approved.

Please note that a number of significant, large payments were received in January that were not reflected in the December reports such as a COPS Grant payment of \$104,000, the first Property Tax installment of \$59,000, a Sales Tax payment of \$52,000, and the quarter-ending Occupancy Tax payments totaling \$27,000.

Many of the line item revenues and expenses are shown proportionate to the mid-year point (50%). However, many revenues or expenses that don't appear to be reported may only occur at certain times during the year. The statements are very useful, but may require additional insight to fully understand. This is your opportunity to ask questions as needed.

Overall, the Council's efforts in June 2019 to understand, revamp, and simplify the budget process is paying off. City's 2020 budget is right on track, and should show revenues in excess of the anticipated balance at the end of the fiscal year due to the temporary hold-over payments that are being made for the Trinidad Head cell tower facility lease.

General Fund Operating Revenue vs. Expenses

REVENUE

General Fund Revenue Projection:	\$	657,200
Cemetery Plot Purchases	\$	9,250
Humboldt Sanitation Franchise Fees	\$	10,000
TDA Transfer-In for TPW Labor	\$	12,000
COPS Grant 2019 Surplus	\$	44,000

Total Revenue \$ **732,450**

EXPENSES

General Fund Admin	\$	368,371
Public Works	\$	174,801
Fire	\$	22,550
Police	\$	87,099
Cemetery	\$	17,125
Waste Management	\$	17,174

Total Expenses \$ **687,120**

Positive Balance \$ **45,330**

Highlights:

Slurry Seal Project + Roadway repairs, \$40,000 paid with Gas Tax Funds
Salary Study, finally
Maintaining SCBA's - vital equipment to protect volunteer fire (may be indirectly funded by Measure Z)
Funds set aside for Trail Maintenance \$10k
Funds reserved for Civic Club Room Update \$10k
Maintains Critical and General Government Services
Purchase of a replacement Public Works truck from MCSD

Reserve Funding

Town Hall Exterior Wash and Trim Paint - General Fund
Needed Water Studies - Water Fund

Need Info:

Need to know fund balances for Water, General Fund, Cemetery
Need to know what grant activity will occur in 2019-2020 (timeline)
Need to know construction activity for 2019-2020
Grant Payroll Allocation status quo through 2021-2022.

Need to know how much it will cost the city - at 70% cost for dependent coverage
Pay increases for anniversary date for Kyle, Angela.
Pay increase for Ryan for increasing responsibilities as Deputy Director Public Works

Rate Adjustments

Cemetery Plots: \$4200/year
Bench Policy Implementation \$30 benches at \$1k each
OWTS Program Fee Implementation: Initial Fee Increase?
Water Rates 2.5% of \$315k: \$7,875.
10%-15% Admin Fee included with Planning Permits/Projects

Big Picture / Future Planning

Cemetery expansion to adjacent lot - Real Estate Purchase
Town Hall Solar?
Sales Tax Election in November 2020. Current ends March 2021.
Increase Public Safety Coverage / HCSO vs. City PD
Capital Improvement Funding - Water Infrastructure



DISCUSSION AGENDA ITEM 4

SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGES

4. November 2020 City Election Calendar

DISCUSSION/ACTION AGENDA

Date: Tuesday, February 11, 2020

NOVEMBER 2020 CITY ELECTION CALENDAR

February

- Accept 2018-2019 Audit
- Check-In on City Budget through December

March

- Begin Fiscal Year Budget preparation
- Discussion (Part I) regarding consideration of Sales Tax Extension, benefits/implications to the City in general, ballot measure language, termination date options, questions, staff homework, etc..

April

- Continue Fiscal Year Budget preparation.
- Discuss/Consider Sales Tax Extension (Part II), Implications on 2020-2021 Budget.

May

- Adopt Resolution calling for election on a proposal to extend the Sales Tax Increase.
- Adopt Resolution requesting Election Consolidation with the County
- Continue FY 2020-2021 Budget preparations.

June

- Adopt FY 2021 Budget
- Prepare/Present/Announce the upcoming election season calendar

July

- Publish Election Notice for (2) Upcoming November Council Seats & Sales Tax Election
- Candidate Nomination Period opens.

August

- Publish Arguments For, Against, and Rebuttals for Sales Tax Extension
- Adopt Ordinance that will authorize the State Board of Equalization to implement the Sales Tax Extension should it pass.
- Filing period for City Council Candidate nominees closes August 10.

September

- No deadlines

October

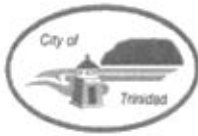
- Publish notification of (2) upcoming Planning Commission vacancies

November

- General Election, Tuesday, November 02, 2020.

December

- When County Elections results are certified, swear in new Council members, appoint Mayor, and re-distribute or confirm Committee/Commissionership assignments.



DISCUSSION AGENDA ITEM 5

SUPPORTING DOCUMENTATION FOLLOWS WITH: 3 PAGES

5. Update on Planning Commission and Committee Vacancies.

The email and notices included as attachments for this item were sent out by the City Clerk in January as part of the recruitment process for the various volunteer positions currently vacant. As of February 07, there have been no letters of interest received for the vacancies. Staff will continue the recruitment process until such time that eligible applicant's express interest.

The Council will be kept informed as the process unfolds.

Trinidad City Clerk

From: Trinidad City Clerk <cityclerk@trinidad.ca.gov>
Sent: Friday, January 24, 2020 3:42 PM
To: City Clerk
Subject: Volunteer's Needed

Volunteer's Needed:

The City of Trinidad is looking for qualified volunteers to serve on the Planning Commission, Short-Term Rental Committee, and the Trails Advisory Committee.

PLANNING COMMISSION

The City is looking to fill a seat on the Planning Commission left vacant by the recent resignation of Kathleen Lake. Five Commissioners serve 4-year terms, and there are 3-years left in this term serving through December 2022. Eligible applicants must reside within the City limits and be registered to vote in-City. A background in the public process, development, land use planning are a plus, but not required. Skilled listening and a dedication to the well-being of the City of Trinidad are key attributes to a successful letter of interest. For more information on the recruitment process, click here for the official flyer:

<http://trinidad.ca.gov/article/planning-commission-vacancy>

SHORT-TERM RENTAL COMMITTEE

The City is looking to fill a seat on the Short-Term Rental Advisory Committee. The Committee consists of 5 members - (2) STR Industry Reps, (2) General Public Reps, and (1) Planning Commissioner. The vacant position must be filled by a member of the public with no ties to the STR industry, and must be an in-city resident. The volunteer position will be selected by a vote of the City Council at a public meeting. For more information on the committee, applicant qualifications, and deadlines, click here for the official 01-14-2020 recruitment flyer:

<http://trinidad.ca.gov/article/str-committee-vacancy>

TRAILS ADVISORY COMMITTEE

The City has been looking to fill the vacant seat on the Trails Committee for many months. Eligible candidates must be in-city residents with an interest in, you guessed it, Trinidad trails. The Committee generally meets on a quarterly basis, but may call special meetings from time to time. For more information on the committee, click here:

<http://trinidad.ca.gov/article/trails-advisory-committee-vacancy>

Thanks for your interest, and happy Friday!

Gabriel Adams
Trinidad City Clerk
P.O. Box 390
409 Trinity Street
Trinidad, CA 95570

CITY OF TRINIDAD
P.O. Box 390
409 Trinity Street
Trinidad, CA 95570
(707) 677-0223

Steve Ladwig, Mayor
Gabriel Adams, City Clerk



Tuesday, January 14, 2020

PUBLIC ANNOUNCEMENT OF VACANCIES ON THE TRINIDAD PLANNING COMMISSION

(1) SEAT, TERM: **Through DECEMBER 2022**

The City of Trinidad is currently seeking qualified individuals to serve as volunteers on the 5-member Planning Commission. There is (1) opening for a 3-year term, serving through December 2022, left vacant by a recent resignation.

The qualified candidate must live within the city limits of Trinidad to be eligible.

Experience or an understanding of development or planning-related concepts relevant to the City of Trinidad is preferred - but not required. Commission applicants are appointed by the City Council during open session and attendance is requested for the selection meeting.

Please submit a letter of interest that includes your contact information, connection to the city, reason for wanting to serve, and any relevant experience you may have in Planning related matters. ***The deadline for filing is February 06, but will remain open until filed.***

Send letter of interest to the City Clerk's Office:

CITY OF TRINIDAD, P.O. BOX 390, TRINIDAD, CA 95570

Deliver letter in person to:

TRINIDAD CITY HALL, 409 TRINITY STREET, TRINIDAD, CA

Or Email to: CITYCLERK@TRINIDAD.CA.GOV

**THE DEADLINE FOR FILING IS 2:00 PM, FEBRUARY 06, OR
UNTIL POSITIONS ARE FILLED.**

FOR ADDITIONAL INFORMATION OR QUESTIONS, PLEASE CALL 677-0223.

Gabriel Adams - Trinidad City Clerk

TRINIDAD CITY HALL

P.O. Box 390
409 Trinity Street
Trinidad, CA 95570
(707) 677-0223

Steve Ladwig, Mayor
Gabriel Adams, City Clerk



SHORT-TERM RENTAL ADVISORY COMMITTEE

MEMBER OF THE PUBLIC – CITY REPRESENTATIVE NEEDED

The City of Trinidad is searching for a volunteer to fill a vacancy on the Short-Term Rental Committee to serve in an advisory capacity to the Council, Commissions, or City Staff as appropriate, on all matters concerning Short-Term Rentals (or STRs) in the City limits.

Purpose of the Advisory Group: The purpose of the Committee is to evaluate the Ordinance for its effectiveness relating to permitting, implementation, or conflict resolution, and analyze conflicts or problems with parking, noise, over-occupancy, gatherings, etc. that have been identified in the Ordinance, and assist the Council in resolving or making recommendations on such matters. Guidance and oversight will be provided by the City Manager.

Objectives of the Committee: 1) provide a public forum at the end of the busy tourist season to solicit input from the community on issues or successes related to the implementation of the short-term rental regulations, 2) assist the City Manager in evaluating formal complaints received throughout the calendar year, 3) make balanced and informed recommendations to the City Council on ways to improve the Ordinance, or share ways in which the policies and procedures are being successfully implemented, and 4) report to the Council annually on the Committee meetings, activity, and recommendations.

MINIMUM QUALIFICATIONS:

- *The position open was left vacant by a member of the public with no affiliation to the STR Industry (owner or manager)*
- *Must reside within the City of Trinidad limits.*

COMMITTEE COMPOSITION & MEETINGS:

MEETING DATES: The STR Committee will meet regularly on a quarterly basis, with one meeting being held in the fall in conjunction with the end of the busy tourist season. Additional special meetings may be added to the quarterly schedule, subject to the availability of all Committee members. Special meetings must be reviewed and approved by the City Manager or City Council.

- (1) Planning Commissioner
- (2) members of the public who are not directly affiliated with an STR
- (2) members of the public who are either STR owners or property managers

The City Manager or his/her designee will serve as the primary City staff liaison between the Advisory Group and the Council

Interested residents living within the City limits may send a letter of interest to the City Clerk at:

City of Trinidad, PO Box 390, Trinidad, CA 95570, or by email to: cityclerk@trinidad.ca.gov, or delivered in person to the Town Hall at 409 Trinity Street.

In this letter, please discuss why you want to serve on the Advisory Group, what your understanding and/or familiarity is with the STR ordinance, and how you see yourself working with a group of people who potentially have different and sometimes very opposing points of view.

Deadline is Thursday, February 06, 2:00pm – OR UNTIL THE POSITION IS FILLED.

Mail to: City of Trinidad, P.O. Box 390, Trinidad, CA, 95570
Deliver to: 409 Trinity Street, Trinidad, CA 95570
Email to: cityclerk@trinidad.ca.gov